ENGLISH DEPARTMENT
TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT (TABER) WORKSHEET

NAME OF TRAVELER/REQUESTOR: _____

DATES OF TRIP: _____

DESTINATION / PURPOSE OF TRIP (EXPLAIN FULLY):

_____

_____

_____

_____

Choose one:

□ Per diem □ Original receipts (Need prior approval to use receipts)

DETAIL OF EXPENDITURES (Please attach receipts to separate sheets and clearly identify. All foreign receipts must be translated)

AMOUNT

□ Personal Car Mileage - Total round trip miles (from Mapquest or similar) _____ between origin (New Brunswick) and destination: _____ (Attach Mapquest print-out if possible) _____

□ Airfare (attach coach class receipt and boarding pass; if e-ticket, attach detailed itinerary/ paid invoice) _____

□ Rental Car (provide justification for car rental, i.e. less expensive than local taxis, etc., attach rental agreement & paid receipt for up to intermediate size) _____

□ Lodging – Original receipt for standard room showing a zero balance is required. Credit card receipts alone are not sufficient. Arrange payment via RIAS whenever possible. _____

□ Books Purchased – Must attach original receipts as well as a sheet fully explaining purchases (include Title & Reason for Purchase ("For research" is not sufficient); if it is a foreign book, it must be translated into English.) _____

□ Other – Include receipt and fully explain business purpose:

_____

_____

_____

_____ _____

TOTAL REIMBURSEMENT REQUEST: _____

Circle one: Research grant / Other (if Other, please explain)

_____

Requestor's Signature: _____ Date: _____