College of Engineering
Reimbursement Request

Traveler Name: ________________________________
E-mail ___________________________ Phone ___________________ Dept ___________

Travel Dates: __________ through __________

Do not complete this section if the same as pre-trip authorization:

Travel Justification: ______________________________________________________________________
Benefit to Project: ______________________________________________________________________
Travel Authorized by: ______________________________________________________________________

Is account information different from authorization? __ No ____ Yes (complete this section)
Charge Account __________________
Additional Account(s) __________________
Amount ($) ____________ or Percent ___ (% ) Expense ____________________________

Destination: 1) __________________
Dates: __________ through __________
2) __________________
Dates: __________ through __________
3) __________________
Dates: __________ through __________
4) __________________

Was any personal travel taken on this trip? __ No ____ Yes (complete this section)
Start date ___/____/_____ Time _______ a.m./p.m End date ___/____/_____ Time _______ a.m./p.m

Reimbursable Expenses
Attach all receipts for those that apply

☐ Lodging $ __________________
☐ Per Diem (# of Days) __________________
List all meals provided __________________
☐ Group Meals $ __________________
☐ Group Lodging $ __________________
☐ Telephone $ _______ Work $ _______ Personal
☐ Ground Transportation/Taxi $ __________________
☐ Mileage ___________ 2WD _______ *4WD
☐ Parking Fees $ __________________
☐ Registration Fees $ __________________
Prepaid $ __________ ACARD $ ______ AFE
☐ Transportation Services $ __________________
☐ Rental Car/Gas $ __________________
☐ Tolls $ __________________
☐ *Airfare (Internet Purchase) __________________
☐ Other (specify) $ __________________

Additional Comments/*justifications:
____________________________________________________________________________________

*Justification needed for 4WD and Internet Airfare purchase

Please contact the EBO for additional information at:
491-2468, 491-2498, Fax 491-2064 or ebo@engr.colostate.edu