Eastern Oregon University
Travel Reimbursement Request

NAME	John Doe
SS# (Required)	123-45-6789 or G10123456
TITLE	Director
DEPARTMENT	Department X
DATE PREPARED	5/8/2006

Please indicate how you would like to receive your check

☐ **Mail Check**
☒ **Check To Cashier**

DATE	DEP-ARR TIME	ITINERARY	PRIVATE VEHICLE			MEAL PER DIEM			LODGING	TOTAL
			MILES	PER MILE	TOTAL	BREAK	LUNCH	DINNER		
5/5/2006	7:00am	Leave La Grande	259	$0.445	$115.255	$11.25				$126.505
	11:00am	Arrive Portland	0	$0.445	$0.000		$11.25	$22.50	$67.00	$100.750
5/6/2006		In Portland	0	$0.445	$0.000	provided	$11.25	$22.50	$67.00	$100.750
5/7/2006	1:00pm	Leave Portland	0	$0.445	$0.000					$0.000
	5:00pm	Arrive La Grande	259	$0.445	$115.255	$11.25	$11.25			$137.755
			0	$0.445	$0.000					$0.000
			0	$0.445	$0.000					$0.000
			0	$0.445	$0.000					$0.000
			0	$0.445	$0.000					$0.000
			0	$0.445	$0.000					$0.000
			0	$0.445	$0.000					$0.000
			0	$0.445	$0.000					$0.000
			0	$0.445	$0.000					$0.000
			0	$0.445	$0.000					$0.000
			0	$0.445	$0.000					$0.000
MILEAGE TOTAL			518	$0.445	$230.510				**SUBTOTAL**	$465.760

DATE	OTHER EXPENSES (Miscellaneous Expenses such as Lodging Taxes, Taxi Fares, Telephone Calls, Parking, Registration Fees, Airfare, Rental Vehicle, Etc...)	
5/5-5/7	Lodging Taxes ($6.70 x 2 nights)	$13.40
5/5-5/7	Local Miles (10mi x .445)	$4.45
5/5/2006	Conference Registration	$100.00
	SUBTOTAL	$583.610
	Less Travel Advance (If Applicable)	($500.00)
	TOTAL	$83.61

Index	Account Code	Activity Code	Payment Amount
AAA001	39415		$483.61
AAA001	28601		$100.00
ADV001	A3110		($500.00)

Notes:
Breakfast was provided on 5/6/06 as part of the conference registration fee.

Purpose Of Travel (Required on all travel reimbursement requests.):	Travel to Portland to attend the Conference on Higher Education. It started at 12:00pm on 5/5 and ended at 12:00pm on 5/7.

I certify that this claim is true and correct; that no part thereof has been heretofore claimed or will be claimed from any other source.

Claimant's Signature	President, Div. or Dep't Head's Signature	Business Office Audit Approval