UAB TRAINEE TRAVEL EXPENSE REPORT

(Trainee should complete one form per trip for all costs for which reimbursement is being requested. Trainee must not include airfare, registration fees, etc. paid by UAB directly to the vendor. To request reimbursement, UAB department should attach to a requisition payable to the trainee. See UAB Financial Affairs website for specific expenditure guidelines.)

Trainee Name _______________________________   Federal Tax ID ______________

Purpose of Trip ________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Date Event Begins ___________________  Date Event Ends ______________________

Points of Travel
Arrive: Date ______ Time ______ From __________________ Via________________ Mode______
Depart: Date ______ Time ______ To    ________________ Via________________ Mode______

-Private Car Mileage (Not rental cars): ________ miles @ $._____ per mi.(IRS rate) = $_________

-Airfare/Trainfare (Coach class only. Attach ticket stub and proof of payment.) $_________

-Rental Car (Including gasoline. Give justification for why rental car was used instead of public transportation. Attach original receipts.) $_________

-Taxi/Van (Including tips. Detail. Attach original receipts for fares.) $_________

-Parking and tolls (Detail. Attach original receipts.) $_________

Total Transportation $_________

Trainee's Meals (Must attach original receipts. Cannot include any alcoholic beverages.)

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Total Meals $_____________

Trainee's Hotel Room (Basic single occupancy room rate. Attach original receipts.)
$_____________ per night room rate incl. tax @ ________ # nights = $______________

Miscellaneous
- Baggage Handling Tips (Receipts not required.) $_________
  - $_________
  - $_________
  - $_________
  - $_________

Total Miscellaneous $_________

Total Reimbursement Requested $_________ Total

Certification: I hereby request reimbursement of the travel expenses detailed above and do hereby certify that: these expenses were incurred by me; these expenses are directly related to my official UAB trainee travel; these expenses are in compliance with UAB’s Expenditure Guidelines for Trainee Travel; there are no alcoholic beverages included in these expenses; UAB has not previously paid for any of these expenses; and I have not been, nor will I be, reimbursed for this expense by any other party.

Signature of Trainee ___________________________ Signature Date ________________

Revised 04/01/01