

Today's Date: _____ **A&S Travel Reimbursement Justification Form**

Group/Individual Information	<p>Traveler's Name: _____</p> <p>Organization Name (if applicable): _____</p> <p>Phone Number: _____</p> <p>Email: _____</p>
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Conference Information	<p>Conference Name: _____</p> <p>Location: _____ Travel Dates: _____</p> <p>Benefit of Conference to FAU: _____</p> <hr/> <p>Reimbursable Items (check all that apply):</p> <ul style="list-style-type: none">Paid registration receipts showing Traveler as the registrant & payeeItemized Hotel receipts showing Traveler as the guest & payeePaid airline tickets showing Itemized Itinerary and Traveler as the passenger & payeeBoarding passes for Traveler if requesting airline ticket reimbursementCar rental receipts or Mapped mileage if using your own vehicleGas showing price, gallons, and toll receipts. (Pre-paid receipts not allowed)Train/Bus ticket receiptProof of Spirit Airlines payments via card or bank statementCopy of CISI Card (International Travel Only) <p>Awarded Up To</p>
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Traveler Signature	<p>Initiator: _____ Signature & Date: _____</p>
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