

Vandeventer Place Research Foundation

TRAVEL JUSTIFICATION / EXPENSE REIMBURSEMENT FORM

[Complete and submit to the Foundation office within 2 weeks of return from all travel]

Date: _____

Travel for (individual) _____

For travel made to (destination) _____

From (date & time) _____ **to (date & time)** _____

For (purpose) _____

Charge to Foundation Account _____

Breakdown of Expenses – Original receipts must be submitted for all expenses including those prepaid by the Foundation. Prepaid items should be marked as PP.

Registration Fee (receipt, program, or agenda, etc.)	\$	
Transportation		
Air Fare* (ticket)	\$	
Car rental – if approved	\$	
Cab Fares	\$	
Parking Fees	\$	
*If driving own vehicle can receive mileage credit of .315/mile X Total Miles (or current IRS reimbursement rate) =	\$	
Lodging		
= nights @ \$ / night (attach original hotel bill)	\$	
Meals		
Actual expenses (up to \$50/day with actual receipts attached)	\$	
<u>or</u> Per Diem rate X days (set by IRS for city travel- http://policyworks.gov/org/main/homepage/mtt/perdiem/download02.html)	\$	
Other (describe)	\$	
Total Allowed Expenses	\$	
Less Advance (check #)	\$	
TOTAL AMOUNT TO BE REIMBURSED	\$	

Reimbursement is to be made to _____

I certify that all travel expenses set forth hereon are just and appropriate charges to my VPRF account, and that payment has not been, nor will be accepted from, another source. I also certify that this travel expenditure was necessary to support my approved research project, or in the case of a general donation account, that this travel was within the scope of the donor's intent.

Principal investigator: _____ **Date:** ____ / ____ / ____

Approved by: _____ **Date:** ____ / ____ / ____

Approving Official for VPRF