



LAW SCHOOL BUSINESS OFFICE E-REIMBURSEMENT FORM

****ALL ORIGINAL RECEIPTS/PROOF OF PAYMENT MUST BE ATTACHED****

Credit card statements are NOT receipts.

(Computer printouts are acceptable only if "charged to credit card #XXXX" is on the printout.)

QUESTIONS CAN BE EMAILED TO:

Jennifer Gardner (jennifer.gardner@wisc.edu)

FROM: _____ DATE SUBMITTED: _____
(MM/DD/YYYY)

DESTINATION	DEPART/RETURN DATE	PURPOSE OF TRAVEL
	DEPART: (MM/DD/YY)	
	RETURN: (MM/DD/YY)	
	NUMBER OF NIGHTS:	

AGENDA ATTACHED: YES NO N/A

(If for a conference, seminar or training, an agenda is required)

FUND/ACCOUNT TO BE CHARGED: _____

AIRLINE: _____ TICKET NUMBER: _____

AIRFARE: _____ FLIGHT ITINERARY ATTACHED? Y N

RECEIPT ATTACHED? Y N WAS AIRFARE PREPAID BY LAW SCHOOL? Y N

DRIVING MILEAGE: _____ MILES DOCUMENTATION OF MILEAGE? Y N



MEALS:

DATE	LOCATION	PLEASE CHECK ANY TIMES THAT A MEAL WAS PROVIDED		
		BREAKFAST	LUNCH	DINNER

For per diem please check boxes where a meal was **PROVIDED** or if you would not like that meal included in per diem amount. Example - you ate breakfast at home then left to airport, you would check that your meal was provided.



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LODGING: MUST HAVE RECEIPTS/FOLIO

CHECK IN DATE	CHECK OUT DATE	NAME OF HOTEL/CITY	AT CONFERENCE SITE?	COST	RECEIPT ATTACHED?
					Y <input type="checkbox"/> N <input type="checkbox"/>
					Y <input type="checkbox"/> N <input type="checkbox"/>
					Y <input type="checkbox"/> N <input type="checkbox"/>

OTHER TRANSPORTATION: TAXIS, BUSES, RENTAL CAR, ETC

DATE	MODE OF TRANSPORTATION	REASON FOR USE (EX. FROM HOTEL TO CONFERENCE)	COST	RECEIPT ATTACHED?
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>

ADDITIONAL/MISCELLANEOUS EXPENSES: INTERNET USE, PARKING, ETC (MUST HAVE RECEIPTS)

DATE	EXPENSE INCURRED AND JUSTIFICATION	COST	RECEIPT ATTACHED?
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>

FINAL CHECKLIST:

ORIGINAL RECEIPTS FOR ALL PURCHASES ATTACHED? Y N

CONFERENCE AGENDA (IF APPLICABLE) ATTACHED? Y N