

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

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| 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.Itemized Hotel receipts showing Traveler as the guest.Paid airline tickets showing Itemized Itinerary and Traveler as the passenger.Boarding 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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