

Print this form off, fill out and return to Jan Renusch

# Return from a Trip Form

Name \_\_\_\_\_ 800# \_\_\_\_\_

What time did you leave BG \_\_\_\_\_ What time did you get back to BG \_\_\_\_\_

List the dates you were gone (day left and day got back) \_\_\_\_\_

Where did you go (town) \_\_\_\_\_

What did you attend (no initials) \_\_\_\_\_

List items you paid with PROCARD  
(need a copy of your receipts) Original goes to Jan

List items you paid YOURSELF  
(need Original copies)

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Did you drive? \_\_\_ Did you rent a car? \_\_\_ or did you ride with someone? \_\_\_

List the meals you want to be reimbursed for...any meals provided by the conference cannot be claimed

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You cannot claim any tips, room service charges, movies watched in your room. Need itemized room bill.

You do NOT need a receipt for anything less than \$10 (for example...parking, tolls, etc)

Attach all receipts except meals.

Total you are expecting back \_\_\_\_\_

**Send this form with all your receipts to Jan Renusch in the Dean's Office**