Travel Reimbursement Checklist

Full Name: __________________________
Email: ________________________________
Date(s) of Travel: _______________________

Check Only One: ___Attended Conference ___Presented at Conference

___Travel Expense Itemization Form – Tulane ID only, Do Not Put Social Security Number
___All fields filled out appropriately with requestor signature
___If travel by car, correct per diem rate is used
___If mileage included, a map showing destination, origin, and mileage is attached
___If seeking reimbursement for airfare, please include a printout of the boarding pass (if you have a physical boarding pass, please tape it to a piece of paper and include it)
___Original, itemized receipts are taped on a sheet of white paper
___All receipts show payment information (name, last four digits of credit card, etc.)
___All receipts are itemized
___Proof of Presentation ex: abstract in the conference program
___If requesting funds from GSSA: An active CBE representative has signed your packet

___2 Paper clipped packets (1 Original and 1 Copy) arranged in the following order:
   1. Travel Reimbursement Checklist
   2. Travel Expense Itemization Form
   3. Original receipts taped to white paper
   4. Proof of Presentation (if receiving a presenting award)

Amount to be Reimbursed by GSSA: ________________________________

Amount to be Reimbursed by Dean’s Office: _________________________

Student Requestor Signature: _______________________________________

Student Requestor Printed Name: _____________________________________

Submitter must deliver 2 Packets (1 with Original Receipts, 1 Copy) to Megan Bishop in Boggs 300. Retain one copy for your records.