

## LLS Employee Travel Reimbursement Form

*This form will be matched to the submitted LLS Travel Pre-Approval form.*

Please complete all sections of this form and attach itineraries, conference announcements and original itemized receipts.

Name:			
FUND:		CFOP:	

### TRAVEL

Detailed Description of trip including the when, what, who, where and why?	STF #

How does this trip benefit the University of Illinois?

Destination(s)	Dates of Travel To/From CU	Time
	Departure	
	Return	

Will airfare be paid by university credit card (T-Card)?      Yes \_\_\_\_\_ No \_\_\_\_\_ If **YES**, provide OM LINK \_\_\_\_\_

Will lodging be paid by university credit card (T-Card)?      Yes \_\_\_\_\_ No \_\_\_\_\_ If **YES**, provide OM LINK \_\_\_\_\_

Will registration be paid by university credit card (P-Card)?      Yes \_\_\_\_\_ No \_\_\_\_\_ If **YES**, provide OM LINK \_\_\_\_\_

Was lodging shared with another UIUC traveler? If **yes**, who was the person(s)? \_\_\_\_\_

Did you stay at a conference hotel?      Yes \_\_\_\_\_ No \_\_\_\_\_ If **YES** provide printed out documentation (NO URLs)

If Foreign Travel are you requesting lodging?      Yes \_\_\_\_\_ No \_\_\_\_\_

Are you requesting per diem?      Yes \_\_\_\_\_ No \_\_\_\_\_

If **yes**, were any meals provided?      Yes \_\_\_\_\_ No \_\_\_\_\_

If **yes**, please indicate below which meals you are **REQUESTING** per diem.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Breakfast							
Lunch							
Dinner							

### USE FOR ALL EXPENSES

Date(s)	Description of Expense (List receipts individually)	Amount
Currency:	Total (Attach additional sheets as needed)	Total attached sheets
	Expense Total	\$ -

By signing this form, I acknowledge that I have provided OM with the complete information to process the reimbursement.

BANNER ACCOUNT(S)/ACCOUNT TITLE(S)	Amount	Signature and Date
		Employee Signature

**REIMBURSEMENTS SUBMITTED TO UNIVERSITY PAYABLES AFTER 60 DAYS MAY BE TAXABLE.  
PLEASE SUBMIT THIS FORM TO YOUR DEPARTMENT EO SUPPORT WITHIN TWO WEEKS OF COMPLETED TRAVEL.  
PLEASE ATTACH ORIGINAL RECEIPTS FOR ALL EXPENSES.**