

TRAVEL CLAIM REIMBURSEMENT

REQUIRED DOCUMENTS

- Travel Claim Form
- Conference/Workshop Completion Form
- Completed copy of approved Travel Authorization Form.
- Copy of Agenda
- Copy of Hotel Receipt.
- Parking Fee Receipts
- Cab/Luggage Fee Receipts
- Flight Ticket Receipts.

****NOTE: Travel claim reimbursement forms are due within 10 days upon your return.**