



LAW SCHOOL BUSINESS OFFICE E-REIMBURSEMENT FORM

****ALL ORIGINAL RECEIPTS/PROOF OF PAYMENT MUST BE ATTACHED****

Credit card statements are **NOT** receipts.

QUESTIONS CAN BE EMAILED TO:

Jennifer Brokmeier (jennifer.gardner@wisc.edu)

FROM: _____ DATE SUBMITTED: _____
(MM/DD/YYYY)

| DESTINATION | DEPART/RETURN DATE | PURPOSE OF TRAVEL |
|-------------|-----------------------|-------------------|
| | DEPART: (MM/DD/YY) | |
| | RETURN: (MM/DD/YY) | |
| | NUMBER OF NIGHTS: | |

AGENDA ATTACHED: YES NO N/A (If for a conference, seminar or training, an agenda is required)

FUND/ACCOUNT TO BE CHARGED: _____

AIRLINE: _____ TICKET NUMBER: _____

AIRFARE: _____ TRAVEL INC. ITINERARY ATTACHED? Y N

TRAVEL INC. AGENCY FEE: _____ WAS AIRFARE PREPAID BY LAW SCHOOL? Y N
[LAW SCHOOL PREPAID OR PRIOR E-REIMBURSEMENT]

DRIVING MILEAGE: _____ MILES DOCUMENTATION OF MILEAGE? Y N



MEALS:

| DATE | LOCATION | PLEASE CHECK ANY TIMES THAT A MEAL WAS PROVIDED | | |
|------|----------|--|-------|--------|
| | | BREAKFAST | LUNCH | DINNER |
| | | | | |
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For per diem please check boxes where a meal was **PROVIDED** or if you would not like that meal included in per diem amount. Example - you ate breakfast at home then left to airport, you would check that your meal was provided. 1



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LODGING: MUST HAVE RECEIPTS/FOLIO

| CHECK IN DATE | CHECK OUT DATE | NAME OF HOTEL/CITY | AT CONFERENCE SITE? | COST | RECEIPT ATTACHED? |
|---------------|----------------|--------------------|---------------------|------|-------------------|
| | | | | | Y N |
| | | | | | Y N |
| | | | | | Y N |

OTHER TRANSPORTATION: TAXIS, BUSES, RENTAL CAR, ETC

| DATE | MODE OF TRANSPORTATION | REASON FOR USE (EX. FROM HOTEL TO CONFERENCE) | COST | RECEIPT ATTACHED? |
|------|------------------------|--|------|-------------------|
| | | | | Y N |
| | | | | Y N |
| | | | | Y N |
| | | | | Y N |
| | | | | Y N |
| | | | | Y N |
| | | | | Y N |
| | | | | Y N |

ADDITIONAL/MISCELLANEOUS EXPENSES: INTERNET USE, PARKING, ETC (MUST HAVE RECEIPTS)

| DATE | EXPENSE INCURRED AND JUSTIFICATION | COST | RECEIPT ATTACHED? |
|------|------------------------------------|------|-------------------|
| | | | Y N |
| | | | Y N |
| | | | Y N |
| | | | Y N |
| | | | Y N |
| | | | Y N |

FINAL CHECKLIST:

ORIGINAL RECEIPTS FOR ALL PURCHASES ATTACHED? Y N

CONFERENCE AGENDA (IF APPLICABLE) ATTACHED? Y N