



FROM: _____ DATE SUBMITTED: _____
(Name of person who reimbursement is for) (MM/DD/YYYY)

NAME OF EVENT/CITY/STATE	DATE(S) OF EVENT	TIME STAMP
OFFICE USE ONLY		

Please complete Section 1 [REQUIRED]. Additionally, complete Sections 2 & 3 of the form concerning expenses for which you wish to be reimbursed. Section 2 covers travel expenses and section 3 covers local event expenses.

Electronic submission of all documents in this reimbursement form is preferred. Attach these documents to an email message to jennifer.hanrahan@wisc.edu. Deliver paper documents to the Law School Main Office, room 5110. If some documents are emailed and some are delivered to the Main Office, then attach a note to the paper documents with the name of the event and the name and email address of a contact person.

SECTION 1: JD GRANTS INFORMATION

1) Please provide the address of the individual to be reimbursed:

Street: _____

City: _____

State: _____ ZIP: _____

Preferred email: _____

(Should the Accounting Office have any follow-up questions)

2) Has the **Actual Expenses Report Form** been emailed to Mary Ann Polewski of the JD Grants Committee? Y N

3) Have you attached a print copy or emailed a copy of the **decision letter or email message** from the JD Grants Committee approving funding for this event?

Y N

4) Have you attached **event documentation**? [Such as an agenda, program or schedule]

Y N

5) Are these expenses to be charged against the overall budget of an organization? [Such as Moot Court, Mock Trial, a journal, etc.]

Y N

Organization to be charged: _____



Required Receipts and Documentation: **ALL original, itemized receipts/proof of payment must be attached. At a minimum the receipts must include the date, item(s) purchased, and price(s). Credit Card statements are **NOT** receipts.**

SECTION 2: TRAVEL EXPENSES

DESTINATION CITY	DEPART/RETURN DATES	PURPOSE OF TRAVEL

6) Transportation by Personal Car

Are all drivers CURRENTLY authorized by UW Risk Management?

Y N

Driving mileage in personal car: _____ miles

Documentation of Mileage?

Y N



7) Transportation by Plane

Airline: _____ Ticket Number: _____

Airfare Cost: _____

Was airfare prepaid by the Law School? Y N

Flight itinerary attached? Y N

Ticket receipt attached? Y N

8) Lodging

Was lodging prepaid by the Law School? Y N

Even if lodging was prepaid, you **must** provide original, itemized receipts (or “check-out folios”) to the Law School after returning from the event. **FAILURE TO ATTACH ORIGINAL, ITEMIZED LODGING RECEIPTS MAY RESULT IN DELAYED REIMBURSEMENT.**

CHECK IN DATE	CHECK OUT DATE	NAME OF HOTEL/CITY	AT CONFERENCE SITE?	COST	RECEIPT ATTACHED?
					Y <input type="checkbox"/> N <input type="checkbox"/>
					Y <input type="checkbox"/> N <input type="checkbox"/>
					Y <input type="checkbox"/> N <input type="checkbox"/>

Each attached original receipt or “check-out folio” must list the daily room rate, days of stay, single/double accommodations, guest name(s) and other room charges. Obtain the hotel’s folio receipt at the end of your stay.



9) Other Transportation (taxis, buses, rental car, etc.)

DATE	MODE OF TRANSPORTATION	REASON FOR USE (EX. FROM HOTEL TO CONFERENCE)	COST	RECEIPT ATTACHED? Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>

10) For a rental car usage – Are all drivers CURRENTLY authorized by UW Risk Management?

Y N

11) Additional or Miscellaneous Expenses (MUST HAVE RECEIPTS) (Parking, internet use [see limitations on the travel funding request form], etc.) These expenses might not be reimbursed, depending on the circumstances.

DATE	EXPENSE INCURRED AND JUSTIFICATION	COST	RECEIPT ATTACHED? Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>

Travel Information:

All travel information for the UW can be found at:

<http://www.bussvc.wisc.edu/acct/policy/travel/trpol.html>

Per Diem policy and rates can be found at:

<http://www.bussvc.wisc.edu/acct/policy/travel/meals.html>

Lodging policy and rates can be found at:

<http://www.bussvc.wisc.edu/acct/policy/travel/lodging.html>

Rental Car Policy:

<http://www.bussvc.wisc.edu/acct/policy/travel/rentveh.html>

Big Ten Contracts: The Big Ten contract with Enterprise and National is required for employee and non-employee travelers who meet the minimum driving age of 21. Use of the National and Enterprise Big Ten contracts is required for UW employees, graduate students, guests and consultants 21 years of age or older traveling on University paid business.

WSCA contract: The WSCA contract with Enterprise, National and Hertz is required for employees and students between the ages of 18-20 and is a **secondary option** for drivers 21 and over when the **Big Ten contract vendors do not** have vehicles available.

NEXT PAGE – SECTION 3: LOCAL EVENT EXPENSES



SECTION 3: LOCAL EVENT EXPENSES

For local events, please attach a list of attendees.

12) Speaker Expenses

NAME OF SPEAKER	HONORARIA	TRAVEL	LODGING	FOOD	OTHER EXPENSES	RECEIPTS ATTACHED?
						Y <input type="checkbox"/> N <input type="checkbox"/>
						Y <input type="checkbox"/> N <input type="checkbox"/>
						Y <input type="checkbox"/> N <input type="checkbox"/>

Even if lodging was prepaid, you **must** provide original, itemized receipts (or “check-out folios”) to the Law School Business Office. Each attached original receipt or “check-out folio” must list the daily room rate, days of stay, single/double accommodations, guest name(s) and other room charges. Obtain the hotel’s folio receipt at the end of the stay. **FAILURE TO ATTACH ORIGINAL, ITEMIZED LODGING RECEIPTS MAY RESULT IN DELAYED REIMBURSEMENT.**

13) Rental Space and Equipment

DATE(S) OF RENTAL	DESCRIPTION OF RENTED SPACE OR EQUIPMENT (Address of space rented, type of equipment)	COST	RECEIPT ATTACHED
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>

14) Food and Beverages

DATE(S)	NAME OF FOOD PROVIDER/CATERER AND TYPE OF EVENT (Dinner, Coffee Break, Reception, etc.)	COST	RECEIPT ATTACHED
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>

15) Other Expenses (Printing, Other Publicity, etc.)

DATE	EXPENSE INCURRED AND JUSTIFICATION	COST	RECEIPT ATTACHED
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>