



UNIVERSITY of  
**WISCONSIN**  
LAW SCHOOL

# 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: \_\_\_\_\_ FOXWORLD 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 <b><u>PROVIDED</u></b>		
		BREAKFAST	LUNCH	DINNER

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



# LAW SCHOOL BUSINESS OFFICE E-REIMBURSEMENT FORM

## 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