

Employee Travel and Meal Reimbursement Form

This form is for the reimbursements of travel related expenses and NOT for the purchasing of supplies. Supply purchases should be created through the requisition process in Banner.

Original receipts (taped or stapled to a letter size page) supporting the reimbursement amounts listed below MUST be included with this form.

Restaurant receipts must list the items purchased. Summary credit card slips which only list the total amount charged are not sufficient.

Name _____ CW ID _____

Address _____

Date(s)	Detailed Description (Including Who, What, Where and Why)	Accounting Information		Dollar Amount
		Organization #	Account #	
Subtotal				\$ -

Common Account Numbers

- | | |
|---|-------------------------|
| 7102 Meeting and Events | 7458 Recruitment Travel |
| 7452 Conference Travel | 7460 Local Travel |
| 7454 Training Travel | 7462 Air Travel |
| 7456 Intercampus Travel (please use standard rates) | |

Employee Signature _____ Date _____

Employee's Department _____

Dept Head Approval Signature _____ Date _____

Dept Head (Please Print Name Clearly) _____

Grant Department Approval* _____ Date _____

*(Only required for grant related reimbursements)