

# UVA REIMBURSEMENT WORKSHEET FOR



**\* NEED PTAO TO PROCESS \***

Project  
Task  
Award

**ARE YOU RECEIVING EXTERNAL FUNDING / REIMBURSEMENT** Yes  No  \$  Amount

Full Name (Last, First, M.I.)	<input type="text"/>	UVA User ID	<input type="text"/>
Purpose of Trip	<input type="text"/>		
Travel Type (Circle One)	Domestic or International	<input type="text"/>	
Departure Date	<input type="text"/>	<b>Travel reimbursement submitted later than 30 DAYS will need a written explanation and approval.</b>	
Return Date	<input type="text"/>		
Primary Destination (City, State, Country)	<input type="text"/>		
Name of Faculty you work for	<input type="text"/>		

Public Transportation (i.e., airfare, bus, train) Need Itinerary & Receipt	Name of Airline	<input type="text"/>	Airfare \$ Amount	<input type="text"/>
	Car Rental Name <small>Need justification if refueling at agency Car Rental Extras is NOT reimbursed</small>	<input type="text"/>	Car Rental \$ Amount	<input type="text"/>
	Taxi Name	<input type="text"/>	Taxi Name	<input type="text"/>
	Bus or Train Company Name?	<input type="text"/>	Bus or Taine \$ Amount	<input type="text"/>

Conference Registration Fees	<input type="text"/>	Miscellaneous (Please explain)
Parking	<input type="text"/>	
Tolls	<input type="text"/>	
Gas	<input type="text"/>	

Lodging Information	Name of Hotel	<input type="text"/>	
	* Lodging 1st location *	<input type="text"/>	Total
	* Lodging 2nd location *	<input type="text"/>	Total
		<input type="text"/>	

Reimbursement Total from Above

Personal Car Mileage	Full Address Leaving From	<input type="text"/>	
	Full Address Arriving To	<input type="text"/>	
	Round Trip?	<input type="checkbox"/>	<input type="checkbox"/>

\* \* \* MEAL PER DIEM \* \* \* Both Departure & return days are paid at 75% of per Diem \* \* \*

- Use Full Meals Per Diem Yes  No  for how many days
- OR Use the following rate per day \$  for how many days
- OR Use this chart for Actual Meal Expenses (MUST PROVIDE RECEIPTS FOR REIMBURSEMENT)

Day #:	1	2	3	4	5	6	7	8	
Breakfast	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total of Actual Meal Expenses
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Day Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

**RETURN WORKSHEET & RECEIPTS TO DAWN SHIFFLETT IN ROOM 112A or PHYS-TRAVEL@VIRGINIA.EDU**

## How to complete a UVA Travel Reimbursement Worksheet

1. Every worksheet needs a PTAO. If you do not have a PTAEO ask your advisor / supervisor for one.
2. If you are receiving funding or reimbursement from an external source, indicate the amount in the orange box. (examples are ASP, DAMOP, other Universities)
3. Complete the detailed block of the worksheet as requested.
4. Only complete the following blocks of information if you used any of those services. Be sure to submit your itemized receipts:
  - Public Transportation – Airline, Rental, Taxi, Bus or Train
  - Conference Registration, Parking, Tolls, Gas for Rentals
  - Lodging
5. If you are driving your Personal Car complete the full address of the location you are leaving from and complete the full address of the location you will be arriving at as requested. The reimbursement given includes the gas and wear on your vehicle. In addition, it is important to indicate if you returned to the starting location so mileage can be correctly calculated.
6. Meal Per Diem should be completed one of the following three ways.
  1. Full Per Diem with number of days you would like to be reimbursed.
  2. Rate per day with how many days to be reimbursed.
  3. Actuals meal cost can be reimbursed with receipts.

### IF YOU HAVE ANY QUESTIONS CONTACT DAWN SHIFFLETT

Phone Number	(434) 924-6317
Physics Office	Room 112A
E-mail	<a href="mailto:PHYS-TRAVEL@VIRGINIA.EDU">PHYS-TRAVEL@VIRGINIA.EDU</a>