

**PHYSICS NON-EMPLOYEE TRAVEL REIMBURSEMENT FORM**

* Return ALL receipts to with this form.
* If a receipt is missing please contact Dawn Shifflett at [dbs5s@virginia.edu](mailto:dbs5s@virginia.edu).
* You must be register as a Vender with UVA: [www.procurement.virginia.edu/pagevendorregistrationform](http://www.procurement.virginia.edu/pagevendorregistrationform)
* Reimbursements without proper documentation cannot be paid.

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| --- | --- | --- | --- | --- | --- |
| **Payee (non-employee traveler):** |  | | | | |
| **Email address:** |  | | | | |
| **Phone Number:** |  | | | | |
| **Today’s Date:** |  | | | | |
| **Reason for Reimbursement:** |  | | | | |
| **Expenses supported attached**  **receipts or affidavit:** | **Transportation** | **Lodging** | **Meals** | **Other** | **Total** |
| $ | $ | $ | $ | $ |
| **Expenses without receipt**  **(mileage needs address to map):** |  | | | | |
| **Total amount of payment:** |  | | | | |
| **Other Information:** |  | | | | |