

R·I·T | Travel Receipt

Attach one (1) receipt per page and complete the following:

Travel Reimbursement Information

Faculty/Staff Name _____

Receipt Date _____

Receipt Amount _____

Reimbursement Amount _____

Expense Type

Airfare Lodging Parking Tolls

Bus Other _____

Taxi from _____ to _____
(i.e. from Airport to Hotel, from Hotel to Conference, etc.)

Meal:

Actual Itemized Receipt

or

Per Diem

Note: Meals will be adjusted based on departure/arrival times traveled. See page 15 of RIT's Travel Policies and Procedures.

Hospitality: Details on who, what, affiliation, purpose, etc.

Mileage: Provide Googlemap or TripTik to verify distance

Merchant's Name _____

Purchase Method

Cash

Personal Credit Card

School's Pro-Card

Personal RIT PNC – T&E (Travel & Entertainment Card)

PNC-CTA via Tzell, Van Zile, or Town Country Travel

If missing a receipt, please provide complete details.

If missing a meal receipt, provide complete details and indicate if alcohol was or was not purchased.

Details

No staples please... use tape only to attach receipt.