

University of Kansas

Event Travel Reimbursement Form (Non-Employee)

Use this form to request reimbursement for approved event travel. Complete all required fields (*) and attach receipts for airfare, lodging, car rental, and other expenses. Submit within 60 days of travel to the KU Office of Audit, Risk & Compliance.

Office of Audit, Risk & Compliance • Strong Hall, Suite 345 • 1450 Jayhawk Blvd • Lawrence, KS 66045 • 785-864-4904

• repatriation@ku.edu

1) Traveler Information

Traveler Name *

Email *

Phone *

Mailing Address *

2) Trip Details

Trip Destination(s) (City/State) *

Purpose of Travel *

3) Travel Dates & Times

Departure Date *

Departure Time

Return Date *

Return Time

Origin (City/State) *

Destination Arrival Time

Return Arrival Time

Traveler City/State/Zip *

4) Personal Vehicle Usage (Event Travel)

Complete only if using a personal vehicle. List each segment if multiple destinations.

Date(s)	Location From	Location To	# Miles

5) Meals Provided (Per Diem)

Check meals that were provided to you on each date (to avoid duplicate reimbursement).

Date	Breakfast	Lunch	Dinner
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6) Other Travel Expenses (Attach Receipts)

Expense Category	Vendor Name	Date(s)	Total Amount (\$)
Airfare			
Hotel/Lodging			
Car Rental			
Taxi/Fares			
Tolls/Parking			