Travel Reimbursement Request
High Energy Physics

Traveler's Name			
Social Security Number			

A. Trip Information — **Include all receipts**

Purpose of trip		Destination(s)	
Departure Date	Departure Time	Return Date	Return Time
Notes			

B. Method of Travel — **Include all receipts**

☐ Air (A) ☐ Bus (B) ☐ Train (T) ☐ Taxi (X) ☐ Rental (R) Car ☐ Personal (P) Car ☐ Fleet (F) Car

Date	Mode (use initial)	From	Depart. Time	To	Arrival Time	Cost (A, B, T, X only)	Gasoline (R only)	Mileage (P only)
						$	$	
						$	$	
						$	$	
						$	$	
						$	$	
						$	$	
						$	$	
						$	$	

C. Meals — **(Check the box(es) of the meals you are eligible for)**

Date	Brkfast	Lunch	Dinner	Date	Brkfast	Lunch	Dinner	Date	Brkfast	Lunch	Dinner

D. Other Expenses — **Include all receipts**

Date	Cost	Explanation
	$	
	$	
	$	
	$	
	$	
	$	

Currency conversion: 1 USD = _____

You will be reimbursed for meals with the following criteria:

- Breakfast, if you leave home before 6:00 AM.
- Lunch, if you leave home before 10:30 AM and return after 2:30 PM.
- Dinner, if you return home after 7:00 PM or depart for overnight travel before 6 PM.

Out-of-State Per Diem is $40/day Lodging Max is $72 (if not a High Cost City)
In Wisconsin Per Diem is $34/day Lodging Max is $62 (excluding Milwaukee, Racine and Waukesha)