Print this form off, fill out and return to Glenda White

Return from a Trip Form

Name________________________  800#____________________________________

What time did you leave BG________  What time did you get back to BG________

List the dates you were gone (day left and day got back)__________________________

Where did you go (town)_____________________________________________________

What did you attend (no initials)_____________________________________________

List items you paid with PROCARD  List items you paid YOURSELF
(need a copy of your receipts) Original goes to Jan  (need Original copies)
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________

Did you drive____  Did you rent a car____  or did you ride with someone____

List the meals you want to be reimbursed for...any meals provided by the conference cannot be claimed
__________________________________________
__________________________________________
__________________________________________

You cannot claim any tips, room service charges, movies watched in your room. Need itemized room bill.

You do NOT need a receipt for anything less than $10 (for example...parking, tolls, etc)

Attach all receipts except meals.

Total you are expecting back ____________________________

Send this form with all your receipts to Glenda White in the Dean’s Office