

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
(need a copy of your receipts) Original goes to Jan

List items you paid YOURSELF
(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