

University of Illinois School of Music

Guest Travel Reimbursement Request

The School of Music will reimburse you for your travel expenses, including hotel bills, meals, taxis, etc. To be reimbursed, you must provide receipts evidencing payment of your expense(s) and complete the form on the following page. Additional information is required for non-U.S. citizens (see below). If you travel by personal car, please provide your starting address, and we will calculate the mileage to the University of Illinois. You may turn in this paperwork as soon as you obtain a receipt for your expense(s), but you will not be reimbursed until after your trip. Usually, you will be reimbursed 4-6 weeks after your visit.

If you are **NOT** a U.S. Citizen, you must provide additional information as specified by the Business Office.

Submit Original Receipts by Mail	Questions?
Send your originals receipts, the form below, and copies of any additional materials to the following address: School of Music ATTN: Business Office 1114 West Nevada Street Urbana, IL 61801	For questions or concerns, please contact the School of Music Business Office at: music-business@illinois.edu Or call Kimberly Johnson at: (217) 333-0517

NAME: _____

DATE: _____

E-MAIL: _____

PHONE: _____

MAILING ADDRESS: _____

CITY, STATE ZIP _____

DEPARTURE DATE: _____

RETURN DATE: _____

DEPARTURE TIME: _____

RETURN TIME: _____

MEALS PROVIDED: *Indicate the dates and meal types. Per diem deductions will be made at the University-set rates.*

☐ Breakfast _____

☐ Breakfast _____

☐ Breakfast _____

☐ Lunch _____

☐ Lunch _____

☐ Lunch _____

☐ Dinner _____

☐ Dinner _____

☐ Dinner _____

☐ Reception _____

☐ Reception _____

☐ Reception _____

date

date

date

DATE	TYPE	DESCRIPTION	AMOUNT
	Automobile Travel	(personal, rental, chartered)	
	Ticketed Travel	(train, airplane, bus)	
	Fees	(conference, registration, competition)	
	Lodging	(hotel, hostel, dorm)	
TOTAL			

Guest Signature

Date