

Final Reimbursement Request

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(402 Park Bldg.)

Print and Submit one copy to Travel Accounting

Travel #
588102

Traveler: Reese, Thomas James
421 Wakara Way, Suite 140, SLC, UT 84108
thomas.reese@hsc.utah.edu
(435) 881-6643 **UNID:** 00149783 **Employee**

Prepared By: Tulane, Shaylee
421 Wakara Way, Suite 140, SLC, UT, 84108
u0769649@utah.edu
(801) 587-1654 **EmplID:** 00769649

Destination: NASHVILLE, TENNESSEE USA

Purpose: Publicized Conference or Meeting

Trip Duration: 6/3/2018 - 6/5/2018

Handling: Expedite - ACH

How Paid: Travel Office

Department: Biomedical Informatics Department

***** Expedite Payment *****

For Office Use Only **Vendor #:** 0000277943 **Vendor Addr #:** ACH
Vendor Addr: ACH

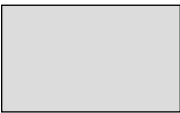
Business Purpose Questions

Answers

Name of Meeting:	NLM 2018
Is Traveler Presenting? (Y/N)	Y
Does the Conference provide meals? (Y/N)	N

Additional Purpose Explanation:

The traveler will not be traveling back until August 15th. On the 5th of June they will be flying to Pittsburgh and stay there until the 15th. We will only be paying for the 3rd, 4th and 5th of June.

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	AU	AMOUNT	Travel Use Only
01	00241	5000		59202271	60001		\$574.31	
01	00357	2000	10058		40433		-\$8.00	
							\$0.00	
							\$0.00	
Amount Requested:							\$566.31	

Traveler's Signature

By my signature, I agree that any money advanced to me or paid on my behalf; (e.g. prepaid airfare charges, registration fees, prepaid hotel expenses, or early reimbursements) is a personal advance. In compliance with policy, I will, within 20 days after the conclusion of travel, complete and file the reimbursement portion of this form. I understand that any money advanced to an employee may be deducted from that employee's payroll check if it is not properly substantiated within 60 days after the completion of the trip. Likewise, any advanced money, not properly substantiated within 60 days to a non-employee may be reported as taxable income to that individual.

Approval Signatures

Each request should be signed by the traveler's supervisor or his or her designee certifying the business need for the trip. Additionally, each request should be signed by the proper authority certifying the appropriateness and sufficiency of funding source. In some cases, these may be the same individual. Additional signatures up to Vice Presidents should be obtained when policy or exceptions to policy require additional approval.

By signing this form, I hereby certify that the amount requested to be reimbursed is correct and just and agree that in the event this travel expense is subsequently questioned and sustained by an awarding agency as a non-allowable cost that the cost will be absorbed by a department account using non-federal funds.

	Name	Title	Signature	Date
Traveler	Reese, Thomas	Postdoctoral Fellow And Phd		
1st Approval	Shannon Ritzman	Grants and Contracts Officer		
2nd Approval	Jonathan Baranowsky	Department Manager		
VP Name				



VP initials indicate signature is meant to authorize travel policy exceptions as described in notes.

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Reimbursement Notes:

Est	Expense	Chain	Detail		Total
	Airfare	DELTA.COM		\$493.90	\$493.90
	Airfare Agency Fee				
	Misc. Airline Fees				
	Personal Auto		miles @		
	Lodging	MARRIOTT	2 nights @	\$243.37	\$486.74
	Per Diem/Actual Meals		3 days @	\$49.17	\$147.50
	Meal Reductions			-\$82.00	-\$82.00
	Conference Fee			\$160.00	\$160.00
	Car Rental Agency		days @		
	Insurance Surcharge		days @	\$3.00	
	Taxi, Bus, etc.		total	\$22.07	\$22.07
	Parking		days @		
	Internet Charges		days @		
	Expedite Fee			\$0.00	\$0.00
	Audit Fee		mandatory		\$12.00
	Total Trip Expense				\$1,240.21

	Deduct Airfare		\$493.90
	Deduct Airfare Fees		
	Deduct Lodging		
	Deduct Conference		
	Deduct Other Reimbursements		\$160.00
	Deduct Cash Advance		
	Deduct Audit Fee		\$12.00
		Total Dept Cost	\$574.31
	Deduct Insurance Surcharge		
		Traveler's Subtotal	\$574.31
	Deduct Expedite Fee		\$8.00
	Due Traveler or () Due University		\$566.31
	Sustainability Green Fund Donation		\$0.00
	Amount Requested		\$566.31

Travel Use Only