



## Outdoors at UVA Reimbursement Form



<b>Trip Name:</b>					
<b>Trip Leader:</b>		<b>Trip Dates:</b>		<b>Trip Number:</b>	

### Reimbursement Reminders for the Trip Leader:

1. All reimbursement forms and receipts MUST be turned in within 30 days of the last day of the trip. NO EXCEPTIONS!
2. Trip Drivers must begin the trip with a full tank. They should also fill up in Charlottesville upon completion of the trip (same day). They must save and submit ALL receipts for the duration of the trip.
3. See Leader's Manual for caps on all expenses (Ex. extra 50%, "gas tip", is capped at \$20). Only include reimbursable expenses on this sheet!

### Honor Pledge:

On my honor, I hereby attest that trip attendees traveled \_\_\_\_\_ miles on \_\_\_\_\_ for travel to \_\_\_\_\_.

**Trip Leader Signature:** \_\_\_\_\_

Reimbursee Name	Signature (in pen!)	Gas Cost	Gas Tip	Lodging Cost	Food Cost	Total Due
Total eligible for reimbursement by Outdoors at UVA						
OFFICER USE ONLY: Total eligible for reimbursement by Stud						