

Staple Here		<b>Outdoors at UVA Reimbursement</b>			
<b>Trip Name:</b>					
<b>Leader:</b>					
<b>Dates:</b>					
<b>Instructions for the Trip Leader:</b>					
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 all receipts for the duration of the trip. Reimburse them for the exact amount they spent for the travel directly related to the trip.					
3. Extra 30% is capped at \$10.					
On my honor, I hereby attest that trip attendees traveled _____ miles on _____ for travel to _____. Outdoors at UVA reimbursed the signatories below the amount shown below for gasoline and lodging.					
<b>Trip Leader Signature:</b> _____					
<b>Reimbursee Name</b>	<b>Signature (in pen!)</b>	<b>Gas Cost</b>	<b>Extra 30% of Gas</b>	<b>Lodging Cost</b>	<b>Food Cost</b>
<b>Total for each category</b>					
<b>Total eligible for reimbursement by Outdoors@UVA</b>					