

Travel Expense Reimbursement Request For Visitors
Department of Chemistry
North Carolina State University

Name _____
(First Middle Initial Last)

Home Address _____

Phone _____

Email Address _____

Dates of Visit to NCSU _____ / _____ / _____ to _____ / _____ / _____

Purpose of Trip (check one)

- Grad Recruitment Guest Speaker Faculty Interview REU

I am attaching receipts for the following items and request reimbursement for:

Airfare \$ _____

Taxi/Airport Parking Expense \$ _____

Miles driven OR Gas Expense \$ _____

Hotel Expense \$ _____

Meals are calculated at University Per Diem rate (individual receipts are not necessary)

(Original receipts are required to process payment. If you are splitting expenses between more than one University, please state on this document and attach receipt copies.)
Retain copy for your records

Total Reimbursement Requested \$ _____

Any reimbursement is subject to review, modification, approval & applicable tax reporting.

Signature _____

Please mail this completed form along with ORIGINAL receipts to:

NCSU Chemistry Department
Attn: Jackie Hughes, Business Office
Campus Box 8204
Raleigh, NC 27695-8204

All information above is required in order to process your reimbursement request through the NCSU financial system. Normal processing time is 45 days upon receipt of complete documents.

Please contact Jackie Hughes by telephone @ 919.515.7361
or send your inquiry by email to: Jackie_Hughes@ncsu.edu