

CITE TRAVEL REIMBURSEMENT WORKSHEET

NAME:		
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Last

First

EMAIL:	
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TRAVEL:		
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Location

Dates—departure & return

FUNDS YOU ARE USING:	CITE <input type="checkbox"/>	GRANT <input type="checkbox"/>	FACULTY ACCOUNT <input type="checkbox"/>	GRAD SCHOOL <input type="checkbox"/>
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Account number for grant, faculty account, or grad school:

RECEIPT DESCRIPTION	AMOUNT
TOTAL REIMBURSEMENT REQUESTED:	

NOTES AND/OR EXPLANATION OF RECEIPTS FOR PROCESSOR