

UAAACT TRAVEL REIMBURSEMENT FORM

TEAM LETTER \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Work Address: \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Event & Destination: \_\_\_\_\_

Date and time you left work or home \_\_\_\_\_

Date and time you returned to work or home \_\_\_\_\_

Did you drive? \_\_\_\_\_ Name(s) people who rode with you \_\_\_\_\_

If you did not carpool, please explain \_\_\_\_\_

*Mileage will be paid at .36/mile according to state travel rules and MapQuest based on your mileage from work to destination unless other specified reason is allowable. If you do not carpool you will only be reimbursed 1/2 of mileage*

Did you use a state or district vehicle? \_\_\_\_\_

*If you drove a district/state vehicle, please have them send me an invoice so this can be paid directly.*

Name/Address of Hotel \_\_\_\_\_

Name of Roommate \_\_\_\_\_

Who paid lodging? \_\_\_\_\_ (invoice must be in the name of person who paid)

Do you have parking or shuttle charges? \_\_\_\_\_ **Please Attach Receipts**

Please list any meals that were provided at the hotel or conference \_\_\_\_\_

*To stay at a hotel, you must live at least 50 miles from the hotel. This is based on the distance LESS your normal daily commute. This will be verified by MapQuest and will not be paid if the actual distance is less than 50 miles per state rules. If you do not share a room, you will only be reimbursed at one half of the charges.*

I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business and the amounts shown here are true and accurate. The undersigned hereby certifies that the expenses on this form were authorized as essential to official UAAACT business and payment thereof will not exceed appropriation.

Traveler's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please send completed form and original receipts to Lynn Marcoux / UCAT 1595 W. 500 S., SLC, UT 84104**

All reimbursements will take an average of 30 days to process once received in our office. Please email for verification of receipt once it has been sent to avoid an unnecessary delay. Forms are completed in the order received.