

Travel Reimbursement Request Form

This form should be completed and submitted to the WAPLA Treasurer after travel.

Name:		
Mailing Address:		
Reason (check as appropriate):		
☐ Conference		
☐ Training		
☐ Other, explain		
Travel Explanation (Attach additional documentation and letters)		
Dates of Travel		
From:	To:	
Location:		
Expense		Cost
		TOTAL
		IUIAL

SPECIAL NOTES:

- Travel reports, including all receipts, are due a maximum of 30 business days post travel.
- Expenses without receipts are the responsibility of the traveler.
- Reimbursements are sent via USPS as a paper check.

To submit a reimbursement request electronically:

• Email this form and all receipts to Amy Urbanek (aurbanek@advising.utah.edu)

To submit a paper reimbursement request via USPS:

Contact Amy Urbanek (aurbanek@advising.utah.edu) for additional details