# COLLEGE BUSINESS / CONTRACTUAL TRAVEL PAYMENT REQUEST FORM

This form is used to request reimbursement for College/Contractual Business Travel.

**After travel is approved, departments submit requisitions that are turned into purchase orders that are returned to the traveler by the College. Purchase orders reserve funds so payment can be expedited.**

**Purchase Order No:** **P**_____

**Employee Name:** _____

**Employee Banner ID#:** _____

**Total Reimbursement Request:** **$** _____

**ATTACH:**

**Detailed travel reimbursement form; bring total forward.**

**I certify this is a true and just claim for expenses incurred on behalf of the College and that no part has been previously reimbursed.**

**Employee:** _____ _____
**Signature** Date

**Approved by:** _____ _____ _____
**Administrator Signature** **Title** **Date**

**Approved by:** _____ _____
**Executive Dean** **Date**

**Note: Attach original travel authorization, completed Travel Expense Voucher, conference brochure/agenda, hotel receipts, travel receipts, mileage statement, conference badge and other documents supporting allowable costs. Attach Conference Report for Contractual Travel.**

**If there are questions on requests regarding the reimbursement of some claimed costs, Accounts Payable will process checks for unquestioned items, allowing expedited payment of those and follow-up with the traveler on questioned items.**

**Attach all documents and send to:**

**Accounts Payable, Room 232 NFL Building.**