

TRAVEL REIMBURSEMENT WORKSHEET

(Use this form when submitting your receipts for reimbursement)

Name:

OSU ID #:

Destination(s):

Per Diem: Indicate which meals you are claiming per diem while traveling

All meals

No meals

Some meals (specify dates below, B = breakfast, L = lunch, D = dinner)

Enter per diem estimate

(Per diem rates: B = \$13, L = \$13, D = \$26 in most locations.)

Private auto mileage: Please indicate if you have private auto mileage for reimbursement.

ADD: Mileage from work to airport, round trip (@ 57.5 cents/mile)

Other mileage, specify

Other Expenses: Please mark all that apply and indicate the amount to be reimbursed.

The HSBC requires original receipts for all expenses. VISA statements do not qualify as a receipt.

Airfare (paid by you)	Amount:	Other (specify)	Amount:
Hotel	Amount:		
Taxi	Amount:		
Car Rental	Amount:		
Gas	Amount:		
Parking	Amount:		
Shuttle	Amount:		

Total Estimated reimbursement:

1. A Travel Authorization form is to be signed by the traveler and their supervisor, and submitted BEFORE submitting this form for travel expense reimbursement.
2. Original receipts required; hotel receipt must be itemized.
3. If you purchased your own airfare, your boarding pass must be provided as proof of travel, in addition to your airfare confirmation/receipt.