TRAVEL DOCUMENT TRACKING SHEET

PART 1: To be completed by faculty member and submitted to Brianna Silverio along with ALL required receipts/documentation for travel reimbursement. **ALL receipts must show method of payment.** Per Diem receipts are not required.

FIRST NAME: ___________________________ LAST NAME: ___________________________

DESTINATION: ________________________________________________________________

TRAVEL DATES: ______________________________________________________________

PLEASE CHECKMARK ATTACHED RECEIPTS:

☐ AIRFARE & ITINERARY OR MILEAGE ☐ Lodging

☐ Car Rental ☐ Taxi/Bus/etc.

☐ Parking ☐ Registration & Conference Itinerary

☐ Other ☐ Hosting

TRAVELER ACKNOWLEDGEMENT:

SIGNATURE: ___________________________ DATE/TIME SUBMITTED: ___________________________

______________________________________________________________________________

PART 2: To be completed by Brianna Silverio.

SIGNATURE: ___________________________ DATE/TIME SUBMITTED: ___________________________

SIGNATURE: ___________________________ DATE/TIME RECEIVED: ___________________________

TRAVEL DOCUMENT #: ______________

COMMENTS: ________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

APPROVAL SIGNATURE: ___________________________

DATE/TIME SUBMITTED TO ACCOUNTS PAYABLE: ___________________________

OR

DATE/TIME SUBMITTED TO DEAN’S OFFICE: ___________________________