

For office use only

Amount Approved:

Date Processed:

Ref #:

Graduate Travel Expense Reimbursement Form

Students who have had their applications for travel funding approved must submit this form with proof of expenses incurred to be reimbursed for their travel.

Maximum Reimbursement: amount approved by Graduate Chair up to maximum of \$750 for the 2016-17 fiscal year.

Eligible Expenses: transportation, accommodations, and conference registration fees.

To be reimbursed for your travel costs:

- ✓ **Attach, list (below) and number your detailed receipts/invoices.** Credit card statements will not be accepted.
- ✓ **Submit form and receipts within 60 days** from the last day of travel. A written explanation from the Chair/Budget-Unit Head is required if this time frame is exceeded.
- ✓ **Completed forms will be processed by the graduate affairs assistant within a week of their submission** and forwarded to Western Financial Services for your refund to be direct deposited.

Name: _____ **Student ID:** _____

Receipt #	Type of Expense (Transportation, Accommodations, or Registration Fee)	Date on Receipt	Total on Receipt	Currency
1.				
2.				
3.				
4.				
5.				

Please attach additional Reimbursement forms if more space is required.

Student Signature: _____ **Date:** _____

Submit in person or electronically to:

Meghan Talbot, Graduate Affairs Assistant, Western University, Department of Philosophy, Stevenson Hall Rm. 3146
1151 Richmond St., London, ON, Canada N6A 5B8 mtalbot3@uwo.ca 519.661.2111 x.85744

Form Last Updated: July 14, 2014