

**Department of Communication  
Travel Reimbursement Request**

Name (print): _____ Address: _____ _____ _____ email: _____  Dates of Travel: _____ Justification for trip: _____ _____	Citizenship: <input type="checkbox"/> US Citizen <input type="checkbox"/> Not a US Citizen/ Non-Resident for tax purposes [Provide copy of passport, visa, and I-94 card] <input type="checkbox"/> Resident for tax purposes- Substantial Presences Test [Provide copy of passport, visa, and I-94 card] <input type="checkbox"/> Alien Resident [Provide copy of green card]
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Please provide original receipts for all transactions

Date	Description	Amount	Notes
<b>Airfare- include passenger receipt or itinerary including proof of payment.</b>			
<b>Car Rental- include itemized car rental agreement. Note: rental insurance not reimbursed within continental US.</b>			
<b>Lodging - include original itemized hotel bill showing proof of payment.</b>			
<b>Meals - provide itemized receipt <i>and</i> credit card receipt.</b>		<b>List all attendees at meals.</b>	
<b>Misc. Expenses (include taxis, parking, gas for car rentals).</b>			
<b>Total</b>			

I certify that: This report contains only Stanford related business expenses incurred during my trip. The items and amount of expenses are accurate and no reimbursement of these expenses has been or will be sought or accepted from any other source.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_