

OIT Travel Reimbursement Form

Name:	Banner ID:
Supervisor:	Work Phone:
Travel Location:	Purpose of Travel:
Date of Departure:	Departure Time:
Date of Return:	Return Time:
Miles Driven (Atl. Airport standard is 200 miles):	
Airline used:	

Documents & Receipts required for Travel Reimbursement: <https://sites.auburn.edu/admin/universitypolicies/Policies/TravelPolicies.pdf>

All original receipts MUST be submitted to OIT Admin. for Travel Reimbursement to be processed.

Original receipts are also required for record retention purposes (as required by Auburn University).

Documents should also include an Agenda for the conference or meeting you attended.

***In State** - If you travel overnight within the state on official business and seek lodging, you must claim per diem as required by state law. This covers all expenses.

~Overnight - Reimbursement rate will be \$85 for one day travel and for two or more nights is \$100 per day.

~Same Day - Reimbursement rate for same day meals is \$12.75 for trips of 6 - 12 hours; in excess of 12 hours is \$34.

Out of State (overnight) - Reimbursement for ACTUAL cost of meals up to \$34 per day without original receipts submitted; identify cost of each meal (No per diem). If actual expenses exceed \$34 per day, you may be reimbursed up to \$60 per day with itemized receipts.

***Lodging receipts:** Original lodging receipts required

***Taxi, Bus, Parking:** Receipts required for reimbursement

***Baggage receipts:** Airline baggage fees require receipt for reimbursement

***Tips (if applicable):** Please document business where tip was given

***Airfare, Registration, and Lodging:** If paid via personal card, you must include a copy of your credit card statement reflecting the charge incurred along with your detailed receipt.

Travel Date -->												
In-State Overnight Per Diem												
Same Day Meals												
Out-of-State Breakfast												
Out-of-State Lunch												
Out-of-State Dinner												
Out of State Lodging												
Airfare												
Checked Baggage												
Taxi, Bus, Parking												
Registration												
Other												
Daily Total:												

Estimated Travel Reimbursement: _____

Use of Dept. Card - Please mark items below if paid via OIT dept. purchasing card:

Registration Fee:	_____
Airfare:	_____
Shuttle:	_____
Hotel/Lodging:	_____
OIT pcard used:	_____

Additional Notes:

*See PBS Travel Policies for further policy detail.