
MATERIALS COMPUTATION CENTER

Travel Reimbursement Form

Return this form along with your original receipts to Susan Logan, University of Illinois, Materials Research Laboratory, 104 South Goodwin Avenue, Urbana, Illinois, 61801. **If you are a non-citizen, please review the list of additional required documents at: http://www.mcc.illinois.edu/travel/visa_types.html**

If you have any questions regarding travel reimbursement or the completion of this form, please contact Susan Logan, (217) 244-2944, sklogan@illinois.edu

Please print clearly.

Name: _____

Mail Check To: _____

E-Mail Address: _____

Phone: _____ **Your visa type:** _____

INFORMATION REQUIRED FOR PROCESSING PAYMENT

Destination (City, Country): _____

Workshop Attended: _____

Workshop Start Date: _____ **Workshop End Date:** _____

Date Departed: _____ **Date Returned:** _____

EXPENSES

Airline Ticket(s): (Must be US Air Carrier) \$ _____

Lodging: _____ nights @ \$ _____ \$ _____

Meal/Food expenses: \$ *(Completed by Travel Officer)*

Personal car: _____ miles @ \$0.55 per mile \$ _____

Rental car fee: \$ _____

Gasoline/Fuel: \$ _____

Parking: \$ _____

Other expenses (train, registration fee): \$ _____

\$ _____

TOTAL EXPENSES \$ _____

Signature of Traveler (Person requesting reimbursement) **Date**

Approved by: _____
Signature of PI at MCC-UIUC **Date**