QuarkNet Travel Expense Report

Please attach receipts for all expenses -- ground transportation such as Uber, luggage checking fees, parking lot fees at your home airport, tolls, etc. -- but **not** for directly-billed items such hotels or flights ticketed by UND, and **not** food receipts because you have a blanket per diem. A mileage reimbursement will be included

Traveler's Name:

Home Address:

Travel Dates:	Signature:

	Receipts (Please √ which you are including.)
	Ground Transportation (taxi/Uber, limo if not directly billed, bus, train)
	Parking
	Gas for Rental Car
	Tolls
	Luggage charges Miscellaneous (please describe):

If you drove your personal vehicle:
Starting point + date:
Endpoint + date:
Starting point + date:
Endpoint + date:

Additional information should be included on the back of this page.

Please **either**:

1. email a scan of this form and all receipt to zakas.1@nd.edu, **or**

2. fill out the physical form, then mail it plus receipts to:

Anne Zakas
QuarkNet
101 Reyniers Life Building
Notre Dame, IN 46556
Thank you!