URGO Student Travel Budget Expenditure Form for Reimbursements

Name: Augsburg email:

Student ID: Non-Augsburg email:

Conference Title: Midwest Sociological Society Conference

If you received an award for your presentation what is the name of the award?

____

Please select how you want to obtain your reimbursement check (checks will typically be issued within 2 to 3 weeks)**: WE MUST HAVE YOUR MAILING ADDRESS REGARDLESS IF YOU ARE PICKING IT UP OR HAVING IT MAILED TO YOU**

Mailing address:____

Pick-up at Administrative Accounting Office (SCI 148); OR

Mailed to address above

Food Expenses

Dates of travel	Date:	Date:	Date:	Date:	Date:	**Total Food Cost:**
Food cost per day:	$	$	$	$	$	**$**

Total Accounting of Grant Money Used (include all costs paid by you, URGO, & faculty)

Category	**Total Cost**	**# of receipts**	**Who Paid**
Airfare	$		
Taxi fare (public transportation should be used when available and when more cost effective)	$		
Other Public Transportation (subway, train, etc.)	$		
Car Rental (only if driving to the conference; URGO does not pay for rental cars at the conference site)_____ days x $____ cost per day	$		
Mileage (personal car, not rental)	$		

____ miles x .67 per mile (Augsburg's reimbursement rate); **use Augsburg's address as the starting point**			
Hotel ____nights x $____ cost per night (URGO pays only for hotel costs related to conference stay; students staying additional nights for personal reasons must cover the costs.)	$		
Registration (copy of registration fee must be turned in with other receipts for reimbursement after conference)	$		
Total Food Expenses (from table above)	$		
Other (please specify)	$		
TOTAL (Should not add up to more than approved budget)	$		

Please submit to URGO (urgo@augsburg.edu) accompanied by all relevant, itemized receipts. You may also bring receipts into the URGO Office in Hagfors 101.