URGO Student Travel Budget Expenditure Form for Reimbursements

Name:	Augsburg email:
Student ID:	Non-Augsburg email:
Conference Title: Midwest Sociological Society C	Conference
If you received an award for your presentation wh	nat is the name of the award?
3 weeks): WE MUST HAVE YOUR MAILING UP OR HAVING IT MAILED TO YOU	bursement check (checks will typically be issued within 2 to G ADDRESS REGARDLESS IF YOU ARE PICKING IT
Mailing address: Pick-up at Administrative Accounting Off Mailed to address above	ĭce (SCI 148); OR

Food Expenses

Dates of	Date:	Date:	Date:	Date:	Date:	Total Food Cost:
travel						
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		
Hotelnights 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 (<u>urgo@augsburg.edu</u>) accompanied by all relevant, itemized receipts. You may also bring receipts into the URGO Office in Hagfors 101.