

URGO Student Travel Budget Expenditure Form for Reimbursements

Name:

Augsburg email:

Student ID:

Non-Augsburg email:

Conference Title:

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@augsborg.edu) accompanied by all relevant, itemized receipts. You may also bring receipts into the URGO Office in Hagfors 101.