

**WSE Request for Travel Reimbursement  
Department of Materials Science and Engineering**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Beginning of Trip Date: \_\_\_\_\_ End of Trip Date: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of Trip (If a business meal, please include the names of all attendees) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Amount: \$ \_\_\_\_\_ Cost Center/Internal Order to be Charged \_\_\_\_\_

**\*Original receipts are required.\*** Itemized receipts are required for business meals – list the names of attendees, and circle alcoholic beverages. For lodging, the hotel folio is required showing all room charges. If you drove your personal car, the location of departure/destination is needed (a map is required showing the mileage). If the car was rented, submit gas receipt(s) with the car rental receipt. Airfare confirmation and conference registration receipts must include the payment by credit card number. If credit card was the form of payment and is not shown on the receipt, a copy of your credit card statement showing your name and items related to the trip must be included.

**Signature:** \_\_\_\_\_

This is an accurate report of my business expenses. IRS Compliance – I attest that the trip was taken for business purposes and that vacation was not a major consideration for travel.

**Authorized by** (Requests by students must be approved by a faculty member.)

\_\_\_\_\_  
**Faculty Member**

\_\_\_\_\_  
**Date**

Notes: Employees are expected to use good judgment with respect to incurring expenses and are expected to spend funds prudently. All documentation is subject to audit by the WSE Business Office, JHU Accounts Payable, JHU Controller's Office, and JHU Internal Audits. For this reason, expenses exceeding customary norms will require additional justification.