## PLEASE TYPE OR PRINT NEATLY See Directions on Back

# CORNELL UNIVERSITY ENDOWED COLLEGES

Travel / Expense Reimbursement Voucher

Accounting Use Only

ADDRESS				hemati		11C-C-	
		PLEASE COMPLETE: Country of Citizenship:			Write foreign address on back of form.  (attach copy of Passport & Form		
		Type o	Type of VISA:				
NERARY		:					
Purpose							
Left From or	1/_	То			Return on	/	_/
PENSE REIMBURSEMENT DOCUMENTATION							
Subsistence: Meals (see guidelines in manua Lodging (attach original receipts	•						
						······································	<b>,</b>
Travel: Airfare (attach original receipts)  Less Refunds Due (also attach	h)						
Net Ticket Value Private Vehicle — M	iles at \$			• • • • • • • • • • • • • • • • • • • •			
Railroad, Bus Etc. (attach origin Taxi, Limo (Itemized statement i	al receipt	s)					
Other: (explain)							
					se Claimed—\$ _		
				TOTAL EXPENS	e Claimeu—ψ =		
Accounts Receivable Information University Cash Advance (Do not include Dairline Ticket			• • • • • • • • • • • • • • • • • • • •	Total	Advances — \$ _		
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### **Directions for Completing the Travel Expense Reimbursement Voucher**

- A -Name
  - -Home Address
  - -Country of Citizenship

#### **FOREIGN NATIONALS**:

- -Visa type (need a copy of Passport/picture page & Form I-94)
- -Foreign address (below)
- **B** -Business purpose for trip
  - -The city, state & country you left from and the date
  - -The city, state & country you arrived at and the date you left
- C -Enter the amount of each item you are claiming reimbursement for and attach the **original itemized receipt(s)**. If the receipt doesn't show proof of payment, please provide (e.g. credit card statement).

#### SKIP D & E

F -Signature (We can't reimburse you without this.)

#### NOTE:

If you are a foreign national, please attach a copy of your Passport and Form I-94 that shows the status stamp. Additional documentation may be required depending on your visa status.

If you have any questions regarding this reimbursement form, please contact Gayle Lippincott by email at <a href="mailto:gmd8@cornell.edu">gmd8@cornell.edu</a> or Joy Jones at <a href="mailto:jaj5@cornell.edu">jaj5@cornell.edu</a>.

#### **FOREIGN ADDRESS:**

Address 1:	
Address 2:	
City:	
Zip:	
Country:	