Travel Expenses

How to Submit Travel Expenses

Submit the Following to Amy:
1) Complete Expense Submittal form.
2) Receipts (paper clipped to Expense Submittal form and/or in an envelope):
   a) Hotel
      i) If you didn’t stay at a hotel, please explain why.
   b) Parking
   c) Rental car (with justification)
   d) Toll
   e) Airfare
   f) Public transportation (shuttle, bus, taxi, etc.)
   g) Registration
      i) Please indicate if meals were included in registration and which meals were attended. Example: Tuesday lunch, Thursday dinner.
   h) Food (check with Amy before travel to find out if receipts are needed)

Mileage to KCI Airport is reimbursed at:
- 54 miles each way
- 120 miles round trip if for KUCR or Endowment reimbursement

Expenses must be submitted within 30 days of return from travel.