



Travel Expense Reimbursement

All reimbursements must be **received within 30 days of the last date of travel**. Original itemized receipts should be included. Please refer to the table of reimbursable travel expenses (see page 2) for more information.

TeachingWorks statement of expenses

Meeting Date: _____

Name: _____

Organization: _____

Please enter travel expenses below

Air..... \$ _____

Ground transportation..... \$ _____

Parking..... \$ _____

Meals (*meals limits for breakfast lunch and dinner are \$25, \$25, and \$55 respectively*)..... \$ _____

Miscellaneous (internet, tolls, etc)..... \$ _____

Total Reimbursement..... \$ _____

Please return this form with original itemized receipts to:

Jenessa Young
TeachingWorks
University of Michigan
School of Education
Suite 1005
610 E. University Avenue
Ann Arbor, MI 48109-1259
Phone: 734.763.8583

Table of reimbursable travel expenses

A list of travel expenses and requirements are indicated in the table below. **Itemized receipts are required for all expenses** and requests for reimbursement must be received within 30 days of your last day of travel.

Category	Expenses	Comments
Travel	Airfare, rail, and bus	<ul style="list-style-type: none"> Limited to coach class only
	Checked luggage	<ul style="list-style-type: none"> Original itemized paid receipt needed
	Lodging	<ul style="list-style-type: none"> Room and tax only
	Rental Cars	<ul style="list-style-type: none"> Original itemized car rental receipt showing the dates and location of rental, detailed cost, and amount paid needed; Cost of renting car only (insurance not covered)
	Gas for Rental Cars	<ul style="list-style-type: none"> Original itemized paid receipt needed
	Mileage (not a rental car)	<ul style="list-style-type: none"> 54 cents per mile No receipt required
Parking	Parking	<ul style="list-style-type: none"> Original itemized paid receipt needed
Meals	Breakfast	<ul style="list-style-type: none"> Up to \$25 (tax and tip included); Funds are not transferrable among meals Original itemized paid receipt required.
	Lunch	<ul style="list-style-type: none"> Up to \$25 (tax and tip included); Funds are not transferrable among meals Original itemized paid receipt required.
	Dinner	<ul style="list-style-type: none"> Up to \$55 (tax and tip included); Funds are not transferrable among meals Original itemized paid receipt required.
Miscellaneous	Other	<ul style="list-style-type: none"> Please check with Kyana Taylor at youngjl@umich.edu to see if certain expenses are covered.