

Reimbursement form to be submitted to Whitney Finto (finto@ksu.edu) prior to travel. Contact the accounting office at 785-532-6800 if you have questions. **Additional copies are available at**

REMEMBER THAT THE BIOLOGY CREDIT CARD CAN BE USED FOR AIRFARE AND REGISTRATION FEES, AS WELL AS LODGING, WITH PRIOR APPROVAL OF LODGING ESTABLISHMENT AND WHITNEY. THE STATE OF KANSAS ENFORCES SOME LIMITS ON AMOUNTS SPENT FOR LODGING, SO PLEASE TALK TO WHITNEY PRIOR TO BOOKING A ROOM ONLINE OR THROUGH THE VENUE.

NAME OF TRAVELER _____

NAME OF MEETING/REASON FOR TRAVEL _____

DESTINATION/ADDRESS _____

DATE LEAVING _____ DATE RETURNING _____

DATES OF MEETING/WORK _____

COST OF REGISTRATION _____

INCLUDED IN REGISTRATION (LODGING, MEALS) _____

MODE OF TRANSPORTATION (PLANE, CAR, STATE VEHICLE) _____

COST OF TRANSPORTATION _____

FUNDING SOURCE _____

ADDITIONAL INFORMATION PERTAINING TO TRAVEL _____

****MEETING INFORMATION: (Please attach meeting web page, email, etc. which provides specifics to include meeting agenda.)****

SIGNATURES OF TRAVELER & SUPERVISOR

(NAMES, PRINTED)