



Please fill out the “Travel Expense Voucher Authorization” form and return to Ramona Echols. Then, return the “Worksheet for Travel Expenses” with the original stub of your plane ticket/itinerary and receipts for taxi fares and other expenses of \$25 or more to:

Ramona Echols
Enrico Fermi Institute
5640 S. Ellis Ave
MCP 101-B
Chicago, IL 60637

If traveling by car, mileage is .545 cents per mile. If you are requesting reimbursement for an airline ticket, the University prefers the original airline ticket, but if you are not able to provide that, we must have a good copy of your airline ticket/ e-ticket-itinerary, showing that the flight has been paid, the amount of the ticket, and how it was paid.

For multiple trips – when all trips are completed, please fill out the “Worksheet for Travel Expenses” and provide receipts for the portion of travel the EFI group has agreed to pay.

If a receipt is lost, give an amount and an explanation. That includes items under \$25 that you are requesting reimbursement for. Give the explanation on the worksheet.

If you have any questions, please contact Ramona Echols, (773) 702-8113 or via email at rechols06@uchicago.edu . Your reimbursement will be processed as soon as possible after we receive the required documentation.

Thank You!



University of Chicago



University of Chicago
5640 S. Ellis Ave • Chicago, IL • 60637
Phone 773-702-8113 • Fax 773-702-8038

TRAVEL EXPENSE VOUCHER AUTHORIZATION

PLEASE PRINT

To Whom It May Concern:

This letter serves to authorize submission of an electronic Travel Expense Voucher in my name.

Traveler's name: _____

Mailing Address: _____

Email Address: _____

Travel to (Destination): _____

Travel from: _____

Dates of travel: _____

Purpose of trip: _____

Please be specific (i.e. conference or workshop name)

I certify that the amounts given herein represent actual business related travel expenses and are in accordance with the current University of Chicago travel policy and procedures. If a copy of a receipt (AIRLINE TICKET/ITINERARY) has been provided instead of an original, I further certify that I have not and will not be reimbursed for these expenses from any other source.

Signature of Traveler _____ Date _____

WORKSHEET FOR TRAVEL EXPENSES

Traveler _____ Date _____

Purpose of travel: _____

Dates:									Total
PRIVATE CAR	MILES								
	AMT. DUE								
TRANSPORTATION									
RENTAL CAR									
TAXI FARES, LIMOS									
PARKING, TOLLS, ETC.									
HOTEL									
MEALS:	BREAKFAST								
	LUNCH								
	DINNER								
	TOTAL MEALS								
BAGGAGE HANDLING									
BUSINESS TELEPHONE									
OTHER									
TOTAL									

Explanation of Other: _____

Please attach original receipts to Travel Expense Voucher for all expenditures of \$25.00 or more. Original hotel bills and transportation tickets must be attached.