

USNH Personal Reimbursement Form

INV#

UNH

PSU

KSC

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GSC

USNH

Employee/Trip Information

Date: 1/7/2019

Name:				Position/Title				
Department:					Phone:			
Depart Date & Time:			<input type="checkbox"/> AM <input type="checkbox"/> PM			Return Date & Time:		<input type="checkbox"/> AM <input type="checkbox"/> PM
Destination:				USNH ID				
Project/Grant:				Address:				
Bus. Purpose:								

Employee Paid Expenses

TOTAL

Date (MM/DD/YY)									
Day									
Auto Rental									
Taxi/Tolls/Parking									
Air/Bus Fare									
Telephone/Fax									
Lodging									
Other									

Meals -

Per Diem is required unless an exception has been approved. If you choose to claim less than the per diem rate, enter that amount in Per Diem Allowance and do not complete the Adjusted Per Diem Rate section. (Amount claimed must be less than the Per Diem Allowance daily Meal per Per Diem Rate).

Per Diem Allowance

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Adjusted Per Diem Rate

Indicate if meals were provided by other sources - included with conference, provided by a colleague or vendor, etc.

Breakfast - 20%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch - 25%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner - 55%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Meal Total									

Mileage -

The mileage rate and total amount will be calculated based on the date and number of miles. Enter dates in MM/DD/YY format.

To add additional mileage lines enter the number of lines, press tab, then click "Add Mileage Lines".

Date	Departure, Destination & Purpose	Miles	Mileage Rate
			.51
			.51
			.51

Total Mileage Expenses

Business Expenses -

Business purpose must be obvious or explained on each receipt. Business meals must include a brief description of business purpose including who, what, where, when and why. List each item below.

To add additional business expense lines, enter number of lines, press tab, then click "Add Bus. Exp. Lines".

Date	Description of Expense	Amount

Total Business Expenses

Total Expenses Paid by Employee

Original Amount of Advance

