

UNC TRAVEL SERVICES – TRAVELER ACKNOWLEDGEMENT
TRAVEL REIMBURSEMENT

Under penalties of perjury, I certify this is a true and accurate statement of the city of lodging, expenses and allowances incurred in the service of the State and that I have not claimed reimbursement for expenses paid or to be paid by another organization.

Traveler's Signature: _____ Date: _____

TRAVELER

NAME: _____

PHONE: _____

EMAIL: _____

PREPARER

NAME: Rhonda Ethridge

PHONE: (919) 966-2611

EMAIL: rhondae@email.unc.edu

INSTRUCTIONS FOR PREPARER

1. Open, print, and have traveler sign Traveler Acknowledgement.
2. Scan signed Acknowledgment page into a pdf file (.pdf).
3. When ready to upload,
 - Select .pdf from the File Type dropdown menu
 - Mark the Acknowledgment checkbox in File Description; and
 - Click the Browse button
4. In the Choose File to Upload window, navigate to the signed Acknowledgment page.
5. Double-click on file to select. Click on 'Upload File'.
6. Click View Images to confirm successful upload(s).
7. Upload additional files as necessary.
8. When ready to submit, mark Preparer's Statement checkbox, and click Submit for Approval.



UNC

THE GRADUATE SCHOOL
The University of North Carolina at Chapel Hill

***Student Reimbursement
Request Form***

This form is to be used for students requesting reimbursement for travel expenses. Please complete the entire form and attach all receipts. Failure to do so may delay reimbursement.

Name: _____ Date: _____

PID#: _____ Email Address: _____

Department: _____

Home Mailing Address: _____

City: _____ State: _____ Zip: _____

Dates of Travel – Start Date: _____ End Date: _____

Destination Information – Travel From → To (City, State): _____ →

Reason(s) for Reimbursement (*Provide a brief explanation*): _____

Lodging \$ _____ Conference Registration Fee \$ _____

Airfare \$ _____ Train Tickets \$ _____ Taxi/Subway Fare \$ _____

Personal Car Mileage (# of miles): _____ Meals/Food \$ _____ Other Expenses \$ _____

TOTAL AMOUNT REQUESTED \$ _____

RECEIPTS REQUIRED FOR REIMBURSEMENT

- Submit form and receipts either by email to teresa_phan@unc.edu, or mail forms & receipts to Teresa Phan, Fellowship Programs Coordinator, Graduate Student Center, 211A W Cameron Ave, Campus Box 5492, Chapel Hill, NC 27599.
- If you have direct deposit set up through Disbursement Services, your funds will be transferred electronically. If you do not have direct deposit a check will be mailed to you.

FOR GRADUATE SCHOOL USE ONLY

Account Number _____ Check Request Number _____ Approved _____