



UNC

THE GRADUATE SCHOOL
The University of North Carolina at Chapel Hill

***Royster 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: _____

Fellowship Type: _____

Department: _____

Home Mailing Address: _____

City: _____ State: _____ Zip: _____

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

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

Reason 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 via email to Laura Pratt at Lepratt@email.unc.edu.
- Please ensure you have direct deposit set up through your student account (Cashiers Office) and your funds will be transferred electronically. If not, you will receive a paper check.

FINANCIAL AID IMPACTS

- Travel that is primarily for the academic benefit of the student must be reported as financial aid.
- Travel that is primarily for the benefit of the university is not considered financial aid.

Check with your department business manager if you have questions about your payment and how it may impact your financial aid eligibility.

**TRAVELER ACKNOWLEDGEMENT
FOR 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.

If the trip is canceled, I will immediately notify Laura Pratt and the funds must be re-paid to the university.

Traveler's Signature: _____ Date: _____

TRAVELER

NAME: _____

PHONE: _____

EMAIL: _____