



Royster Travel Reconciliation and Reimbursement Form

CONTACT INFORMATION:

Name: _____ PID #: _____

Email address: _____

Department: _____

Home Mailing Address: _____

City: _____ State: _____ Zip: _____

TRIP INFORMATION:

Reason for Travel (select one):

- ☐ Presenting research at conference. Conference name and presentation title: _____

- ☐ Giving job talk / interview. Name of company or institution: _____

- ☐ Other. Please describe: _____

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

Destination Information (City, State) –

From: _____ → To: _____

NOTE – If this is an international trip, please attach the [Graduate Student Request for Travel Restriction Exception](#) RASR approval email to this form.



EXPENSE INFORMATION:

Indicate the following expenses for which you are requesting reimbursement. Receipts must be provided for all expenses except for per diem meals and mileage.

Conference Registration: \$ _____

Lodging: \$ _____

Airfare: \$ _____

Per diem meals: \$ _____ (calculate total using the [USGSA meals and incidentals](#) for domestic travel or the [Department of State M&IE rate](#) for international travel)

Train Tickets: \$ _____

Taxi/Subway Fare: \$ _____

Personal Car Mileage (\$0.67 per mile): \$ _____ Other Expenses: \$ _____

TOTAL REIMBURSEMENT AMOUNT: \$ _____

Reimbursement will be issued through a payment to your student account. Please ensure you have direct deposit set up through your student account (Cashiers Office) and funds transfer 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

TRAVLER 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 because the funds must be re-paid to the university.

Traveler's Signature: _____ Date: _____

Submit this form and receipts to Samone Jacobs (jinsamone@unc.edu) within 30 days of completing your trip.