

USNH Personal Reimbursement Form

PV#

Employee/Trip Information **Date:** 12/24/2009

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:	For Non-Employee: SSN: _____		
Project/Grant:	Address: _____		
Bus. Purpose:			

Employee Paid Expenses **TOTAL**

Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)
Day									
Auto Rental									0.00
Taxi/Tolls/Parking									0.00
Air/Bus Fare									0.00
Telephone/Fax									0.00
Lodging									0.00
Other									0.00

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.

Per Diem Allowance

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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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".

<u>Date</u>	<u>Departure, Destination & Purpose</u>	<u>Miles</u>	<u>Mileage Rate</u>

Total Mileage Expenses 0.00

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".

<u>Date</u>	<u>Description of Expense</u>	<u>Amount</u>

Total Business Expenses 0.00

Total Expenses Paid by Employee	0.00
Original Amount of Advance	
Amount Due to Employee	0.00

