



# Texas 4-H Youth Development Foundation

P.O. Box 11020  
College Station, Texas 77842-1020

## TRAVEL REIMBURSEMENT FORM

*Revised: December 2017*

This form is to be used when personal funds are used for business travel. Travel reimbursement must be accompanied by receipts for commercial transportation, lodging, meals, registration, ground transportation, tips, entertainment, and miscellaneous expenses. If receipts are not available, a signed Affidavit of Expenditure Form is required.

Requestor's Name:	
Requestor's Address:	
Requestor's City, State, Zip:	
Location of Meeting:	
Date Departed:	
Date Returned:	
Purpose of Meeting:	

1. Personal Mileage:	From	To	Miles		
	<b>Total Miles</b>				
				Mileage Rate	

- 2. Lodging ( \_\_\_ # of nights @ \_\_\_\_\_ )
- 3. Meals ( \_\_\_ # of meals)
- 4. Registration Fees ( \_\_\_ # of people @ \_\_\_\_\_ ):
- 5. Ground Transportation (Taxi, Limousine, Bus, etc):
- 6. Airfare:
- 7. Additional Travel Expenses (Baggage Fees, Tips, Tax, etc.):

Item	

8. **TOTAL**

Signature of Person Requesting Reimbursement

Date

**Please Submit with Payment Request Form**