

To request reimbursement for out-of-pocket expenses associated with day travel the traveler MUST use FORM M only.

STEPS TO COMPLETE:

Step 1 Complete each line by type (Mileage, Fares, Meals, Tolls, Parking, Registration Fee)

Step 2 Total A, Total B and Grand Total (A+B) is automatically calculated once figures are entered

Step 3 Complete chartfield information and specify grant or project, if applicable

Step 4 Sign the form and have supervisor approve for reimbursement (**original signatures required**)

Step 5 Attach all **original receipts** and Map Quest to verify mileage if requesting reimbursement for personal car use

Step 6 Forward to Accounts Payable for processing

Contact List Information:

Travel Reimbursement Processing

Paula Blanchard ext. 6018