TRAVEL EXPENSE [RF-041] FORM

Obtain Travel Advance form [RF-041] from Office of Research Administration in room E1449.

Complete Traveler's Information section.

You must check the box for Non Resident Alien or U.S. Citizen.

Indicate the purpose of the trip, departure date and destination.

Indicate expenses amount paid for transportation, lodging, meals, local travel and other expenses.

Total all expenses.

Subtract the amount of the Travel Advance from the expenses, if previously requested.

This is the Net Amount due.

Indicate the Research Foundation account to be charged.

Have the traveler and PI sign the Travel Expense Form.

If Conference or Presentation, Please make a copy of the agenda.

Make copies of all items except receipts for meals.

Follow the procedure of How to Pay an Invoice

or

Submit to the Office of Research Administration for carrier service.