

College of Science BSC

Expense Reimbursement Form – Travel

Complete this form for employee (faculty, staff, or student) travel related expense reimbursement. All sections with (*) asterisk must be fill out.

*Name of individual to be reimbursed:

*Employee ID:

*Email:

*Travel authorization ID:

*Travel destination:

*Departure date:

*Return date:

Airfare:

Lodging cost:

Meals reimbursement:

Registration fees:

Mileage:

List any expenses that were paid by University Credit Card:

*Cost Center/Project ID to charge expense (use split % if applies):

*Attach all receipts related to this travel to the email along with this form.

Notes/Remarks (banner id):

Submit request to:

MMI, NDRB, Neurosciences Institute, STCEID: cosbsc1@utsa.edu

Dean, Chemistry, CIDD, COS SSC, CRTS, Math, Physics & Astronomy: cosbsc2@utsa.edu

CAMEE, Computer Science, EPS, Integrative Biology: cosbsc3@utsa.edu

Remember to attach receipts and/or supporting documentation