

UNIVERSITY OF NEVADA, RENO & NSHE CLAIM FOR EMPLOYEE TRAVEL EXPENSE

(See State Administrative Manual 0200 for Travel Regulations)

| |
|------------------------------|
| |
| Controller's Office Use Only |

Date: _____

Employee ID: _____

Name and Title: _____

Phone/Email: _____

Official Station/MailStop: _____

Travel Request Number: _____

I declare under penalties of perjury that this claim (including any accompanying evidence) has been examined by me and to the best of my knowledge and belief is a true and correct claim in conformance with the governing statutes and the rules and regulations as promulgated by the Board of Examiners.

I do I do not have a travel advance

Traveler's Signature (Required) Date

Supervisor's Signature (Required) Date

Additional Signature (If Required) Date

Method of Travel

- | | | |
|---------|--------------------|---------------|
| P-Plane | AV- Agency Vehicle | L-Limousine |
| B-Bus | PC-Private Car | T-Taxi |
| RR-Rail | X-Passenger in Car | RC-Rental Car |

Disposition of Check:

Cashier's Office Campus Mail Stop



| Date | List Purpose and Location of Trip | Method of Travel | Depart Time | Return Time | Trip Mileage | Travel Costs | Meals | | | Other/Lodging | Total Amount Paid | Amount Paid By UNR PCard |
|------|-----------------------------------|------------------|-------------|-------------|--------------|--------------|-------|---|---|---------------|-------------------|--------------------------|
| | | | | | | | B | L | D | | | |
| | | | | | | | | | | | | |

Note: Please document any unusual circumstances that may further support this travel claim.

Total: \$

| DISTRIBUTION OF BALANCE OF CLAIM | | | | | | | CLAIM SUMMARY | |
|----------------------------------|------|------|-----|------|-------------|--------|------------------------|--|
| Fund | Area | Orgn | Obj | Sobj | Description | Amount | Total of Claim | |
| | | | | | | | PCard Expenses | |
| | | | | | | | Prepaid Expenses | |
| | | | | | | | Balance of Claim | |
| | | | | | | | Advance Received | |
| | | | | | | | Balance Due Traveler | |
| | | | | | | | Balance Due University | |