

**CAMPUS MAIL  
RT. 0901**

**Did you remember?**

Include original receipts

Include copy of Travel to Washington, D.C. form

Put detailed comments in  
the system (who, what, where,  
when, why and benefit to UTMB)

TRAVELER MAY USE THIS ENVELOPE TO COLLECT  
RECEIPTS DURING THE TRIP. UPON RETURN, SUBMIT  
ENVELOPE TO DEPARTMENT FOR REIMBURSEMENT.

*Fold here for Traveler's Use*

**DEPARTMENT USE ONLY**

Expense Report ID: \_\_\_\_\_

PS Department ID: \_\_\_\_\_

From: \_\_\_\_\_ Date: \_\_\_\_\_

Route: \_\_\_\_\_ Ext: \_\_\_\_\_

**CHECK ONE:**

TRAVEL

BUSINESS ENTERTAINMENT

Reimbursement for : \_\_\_\_\_

Employee Number: \_\_\_\_\_

TOTAL EXPENSES INCURRED: \_\_\_\_\_

ADVANCE RECEIVED: \_\_\_\_\_

AMOUNT TO BE REIMBURSED: \_\_\_\_\_

I certify that the enclosed information is an accurate record of expenses incurred by me on official UTMB business. If during the Audit process, it is found that I have been over reimbursed, I agree to a payroll deduction of that amount.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

=====  
**ACCOUNTING USE ONLY**

Approval date: \_\_\_\_\_

Approver Name: \_\_\_\_\_

Audited

Receipts Received