

 

 2024 TRAVEL REIMBURSEMENT FORM – Thriving Rural Communities

*To comply with Duke University and federal regulations you must attach to this form ALL RECEIPTS for all reimbursable expenses. Non-compliance may result in non-reimbursement.*

**Name**: **Home Address**: **City/State/Zip**:

|  |
| --- |
| **Event Name**: |
| **Destination**: |

|  |  |
| --- | --- |
| **Departure date and time**:  | **Return date and time**: |

# TRANSPORTATION:

|  |  |
| --- | --- |
| Airfare & Baggage Fees | $ |
| Hotel | $ |
| Rental Car, Taxi, Subway, etc. | $ |
| Fuel (Rental Car only) | $ |
| Tolls | $ |
| Parking Fees | $ |
| Mileage (Private Vehicle) | $ ( of miles x 0.67) |

Mileage Calculation:

Enter the total # of miles in the blank space and multiple by 0.67 Enter the dollar amount next to the

$ sign in the Mileage box.

\* Round the total miles to the nearest whole number.

*For private vehicle mileage, please submit a* ***Google map or equivalent*** *showing distance from point of origin to destination.*

# TRANSPORTATION & LODGING TOTAL $

**HOSPITALITY:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Date | Day | Breakfast | Lunch | Dinner | Total |
| Meals |  |  | $ | $ | $ | $ |
| Meals |  |  | $ | $ | $ | $ |
| Meals |  |  | $ | $ | $ | $ |
| MISC (please explain): | $ |

*Please record actual meal expenditure and list meal attendees on the receipt. DO NOT include alcohol expenses, as they cannot be reimbursed.*

# HOSPITALITY TOTAL $

**TOTAL EXPENSES (Transportation, Lodging, & Hospitality) $**

Signature Date Email Address Phone Number \_\_

 Email completed travel reimbursement form, map and receipts to Shannon Gigliotti: sgigliotti@div.duke.edu
Or mail to: Thriving Rural Communities, c/o Shannon Gigliotti
 Duke Divinity School  407 Chapel Drive  Duke Box 90968  Durham, NC 27708

When requesting mileage reimbursement, you must attach a Google map or the equivalent
showing the number of miles driven (be sure to make it roundtrip if applicable)

**MAP EXAMPLE: Shows “355 miles” driven**

**