

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

