

Foreign Travel Reimbursement Form

Must be submitted within 30 days from return date

PAYEE INFORMATION:

Name _____
 Funding Source _____
 Currency _____

IMPORTANT: Please **do not convert foreign currency to US Dollars** on this form. Our office needs to convert the foreign currency based on the exchange rate on the day of each purchase, using www.oanda.com/currency/converter.
****If you paid in US Dollars, please put the amount in the US Dollars column.**

Travel **dates** and **purpose** : _____

PLEASE SUBMIT WITHIN 30 DAYS FROM THE RETURN DATE TO YOUR OFFICE COORDINATOR or FUND MANAGER.

- * **Attach original itemized receipts**
- * **If applicable fill out Entertainment form and add a list of attendees (name and affiliation) for events while traveling**

Date	Expense Description (meals, lodging, transportation/mileage/parking, miscellaneous)	Receipt Y/N	Foreign Currency	**US Dollars
Totals:				

****Don't forget to attach receipts!**

Payee Signature: _____ Date _____
 Received by: _____ Date _____
 Submittet to TA by: _____ Date _____