

Theatre and Dance Travel Reimbursement Request

Every effort should be made to submit your expenses for reimbursement as soon as possible after incurring the costs and no later than 2 weeks after travel.

Name of Traveler: _____
RTA Number: _____
Departure Date & Time: _____
Return Date & Time: _____

List reimbursement items and dollar amounts (do not include direct bill items)

TRANSPORTATION

Airfare: _____
Rental Car: _____
Personal Car - Total Miles: _____ X .55 cents _____
Taxi : _____
Bus : _____
Train: _____
Other (specify) _____

LODGING

Total Lodging: _____

MEALS

Total Per Diem: _____
OR if requesting specific days please list _____

MISC EXPENSES

Registration Fees: _____
Parking: _____
Gasoline: _____
Other (specify) _____

TOTAL:

NOTES: