NELSON UNIVERSITY

TRAVEL REIMBURSEMENT

ACCOUNTING OFFICE

2026-2027

Name (REQUIRED):

Address (REQUIRED):

How to Receive Reimbursement: ◯ PAYMERANG ◯ CHECK ◯ MAIL

Travel Purpose:

Dates traveled:

Account to Charge: (REQUIRED)

Subaccount to Charge: (REQUIRED)

Destination:

Returned:

TRANSPORTATION

				Total Amount
Associated Airfare			=	
Rental Car			=	
Mileage (Personal car)				
Number of miles traveled:		x	.76	-
Gasoline (Only Nelson vehicle or rental car)			=	

TRAVEL EXPENSES

Lodging		=	
Meals (Attach all meal receipts to this form)		=	
Tips (Valet, baggage handlers, housekeeping, taxi)		=	
Tolls		=	
Parking		=	
Conference - Admission Fees		=	
Repairs (Nelson vehicles only)		=	
Total Reimbursement Amount		=	$ 0.00 -

***** BEFORE SUBMITTING, PLEASE ATTACH ALL NECESSARY RECEIPTS & DOCUMENTATION TO THIS FORM *****