

Instructions for completing Travel Reimbursement Requests:

1. Sign and Submit the correct “Participant Agreement Support Form”
2. Complete the “Travel Business Expense Reimbursement Form”
  - a. Add your name and address
  - b. Add the start and end date for all travel included on the form
  - c. Under Transportation/Lodging/Communications - For each date add any tools incurred.
  - d. Under Mileage – add the date and remember to put in your starting location as well as the destination. Include the appropriate mileage into the mileage column and the rate will automatically tally for you. Don’t forget to calculate for the round trip mileage.
  - e. Sign and Date the form.
3. Tolls – receipts and/or EZPass documentation are required. Please attach this to your submission.
4. Evidence of mileage is required for submission. A print out from a map service such as Google maps or MapQuest will satisfy this requirement. Make sure that the route reflects the actual route you took including tolls from above.

**NOTE: You must submit your reimbursement request following the above guidelines within 60 days of travel to be considered.**