Undergraduate Research & Creativity Grant Travel Reimbursement Form

|  |  |
| --- | --- |
| Name |  |
| Mailing Address |  |
| Phone and Email |  |
| Student ID # |  |
| Grant awarded | □ Fall □ Spring of □ 2022 □ 2023 □ 2024 |
| Check one: Are you a □ US Resident OR  □ Legal resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_with a VISA status of \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Are you a UWL student employee? □ Yes □ No  If you are off for the summer, but worked for UWL in the spring **and** have an arrangement to work for UWL in the fall, choose “yes”.  If yes, for which office(s)/department(s) do you work? | |

Travel location:\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Return date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ multiple trips, see notes

Did URC purchase plane tickets on your behalf? □ NO □ YES If yes, attach receipts / ticket

Your expenses: □ additional expenses described in the notes section

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
| Hotel/housing: |  |  |  |  |  |
| Meals (circle those for  which you paid): | B L D | B L D | B L D | B L D | B L D |
| Transportation:  \*not airfare or mileage |  |  |  |  |  |
| Transportation:  \*daily mileage total |  |  |  |  |  |
| Entrance fees / copying  fees / IEE fees |  |  |  |  |  |
| Other  \*describe in notes |  |  |  |  |  |

**Attach all receipts** (small receipts should be taped to an 8 ½“ by 11” piece of paper) for above claimed expenses to this form. Provide comments in the notes section for any expenses for which you do not have a receipt. Once completed, sign the last page, and take the form to the Undergraduate Research & Creativity Office (243 Graff Main Hall) for processing.

Notes:

I attest that this account of travel expenses is accurate and conforms with all applicable University and State regulations. The expenses are actual, reasonable, and were personally incurred by me as part of my work and completion of my Undergraduate Research & Creativity Grant. No portion of this claim was provided free of charge, previously reimbursed from any other source, or will be paid from any other source in the future. I authorize the Office of Undergraduate Research & Creativity to request reimbursement via the UW-System e-Reimbursement process on my behalf:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_