TRAVEL REIMBURSEMENT CHECKLIST
History of Art Department

Name of Traveler: ________________________________________________________________

Address: ________________________________________________________________________

Residency: U.S. Citizen/Permanent Resident Alien _______
Nonresident Alien (Visa Type) _______

Travel Dates: ___________________________________________________________________

Destination: ___________________________________________________________________

Funding: KUEA _______ FAC TRAVEL: CLAS _______

Campus Mail/Drop box in Main office: CLAS SSC Strong 50; ATTN: Caitlin Day Wedel

DOCUMENTS TO INCLUDE

_______ Receipts itemized and arranged in chronological order and taped to a blank sheet of paper

_______ A detailed sentence or two that explains the purpose of your travel

_______ A detailed account of your daily activities. Ex: Thursday, April 11, 2019, I traveled by taxi to the Hungarian National Gallery where I photographed Jacob and Rachel at the Well by Giovanni Bilivert for my upcoming book project. I then attended dinner with colleagues (list their names) at Café Kör, at which I discussed my upcoming article in ARTnews.

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