

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 the main office: **CPS-SSC Strong 50; ATTN: Ellie Szalewski**

DOCUMENTS TO INCLUDE

Receipts itemized & 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. **Example:** Thursday, April 11, 2019, I traveled by taxi to the Hungarian National Gallery where I photographed *Jacob and Rachel at the Well* by Giobanni 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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