

If you are a graduate student wishing to receive travel reimbursement from the Graduate School, please follow the directions below. The Graduate School will award up to \$400 per student; students are entitled to only one travel award per academic year.

1. *Before* traveling to the conference, fill out a travel request form and submit it to the Graduate School along with proof that your paper or poster has been accepted by the conference organizers.
2. Within three weeks after attending the conference, please fill out a Travel Expense Reimbursement Form.
3. On the Travel Expense Reimbursement form, please check the LUC employee box if you are receiving a stipend or payment from the university and specify on the second page that you would like direct deposit.
4. For the address section, please put your current mailing address or the address that you would like the check mailed to, if that is your preference.
5. If you are receiving additional travel funding from another source in addition to the Graduate School, please get the appropriate signatures before submitting it to the Graduate School.
6. Make 2 copies of all of your travel related receipts.
7. Submit 1 copy along with the originals and the completed, signed reimbursement form to the Graduate School, Granada Center 400, Lake Shore Campus.
8. Incomplete or incorrect completion of the reimbursement form will cause a delay in reimbursement so please double check that you have filled it out correctly and included all necessary original receipts.

If you have any questions, please contact:

Camille O'Brien

Graduate School Awards Coordinator

[cobrien4@luc.edu](mailto:cobrien4@luc.edu)



*Preparing people to lead extraordinary lives*





Preparing people to lead extraordinary lives

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Campus, Building & Room: \_\_\_\_\_  
 Telephone/Extension: \_\_\_\_\_

**Expense Reimbursement Form:**  
 For the reimbursement of expenses pertaining to travel and business relating to Loyola University Chicago business.

Period: \_\_\_\_\_

**Total Expense**

Advance - Cash \_\_\_\_\_

Advance - Airfare  Pro-Card?

Advance - Lodging  Pro-Card?

Advance - Other  Pro-Card?

Total Reimbursement due to/from: \_\_\_\_\_

Reimbursement due to Employee: \_\_\_\_\_

Balance due to Loyola University: \_\_\_\_\_

Select a Re-Payment Method

Certification of Expenses: I certify this expense report is a true and accurate accounting of expenses incurred on authorized University or grant approved business. In addition, they are fair charges against Loyola University Chicago and for all expenses chargeable to Federal or State grants, this request excludes alcohol. Amounts not approved or considered excessive by the University are authorized to be deducted.

Requestor Name (print)	Name	Date
Requestor Name (signature)		
Budget Administrator (print)	Ext:	
Budget Administrator (signature)		
Supervisor (print)	Ext:	
Supervisor (signature)		
Sponsored Program Accounting		
Accounts Payable		

**Approvals**

Accounting Unit	Account	Activity	Account Category	Total Distribution
Total Distribution				

Please return all completed forms including all supporting documentation to: Accounts Payable Department, Lewis Tower, Room 719, Water Tower Campus. Please contact Accounts Payable at extension 5-8750 with any questions.

Comments/Remarks