

## MSE Student/Postdoc/Other Expense Reimbursement Form

### TRIP INFORMATION

<b>Traveler:</b>		<b>Dates of Entire Trip:</b>	
<b>Destination(s):</b>			
<b>Business Purpose:</b>			
<b>Chart String(s) for Traveler:</b>			
If multiple chart strings are being used, provide a justification for how you are splitting the cost:			

### DID THIS TRIP INVOLVE PERSONAL TRAVEL?

Yes    No

**If yes:**

<b>Dates of Business Travel:</b>		<b>Dates of Personal Travel:</b>	
<b>Business Destination(s):</b>		<b>Personal Destination(s):</b>	
If personal travel was involved, you must provide a flight comparison. The flight comparison must be prepared prior to your departure date. Without a flight comparison, you will not be reimbursed for your airfare. Please ask MSE staff for help if needed.			

### DID THIS TRIP INVOLVE MULTI-PURPOSE BUSINESS TRAVEL?

Yes    No

**If yes:**

<b>Dates of Destination 1:</b>		<b>Dates of Destination 2:</b>	
<b>Business Destination 1:</b>		<b>Business Destination 2:</b>	
If multi-purpose business travel was involved, you must provide flight comparisons. The flight comparisons must be prepared prior to your departure date. Without a flight comparison, you will not be reimbursed for your airfare. Please ask MSE staff for help if needed.			

### DID THIS TRIP INVOLVE FOREIGN TRAVEL?

Yes    No

**If yes:** See the **Foreign Travel** section of the [MSE Student/Postdoc/Other Expense Report Guidelines](#) for restrictions and details

### DID THIS TRIP INVOLVE A CONFERENCE OR PROFESSIONAL MEETING?

Yes    No

**If yes:** See the **Traveling to a Conference/Professional Meeting** section of the [MSE Student/Postdoc/Other Expense Report Guidelines](#) for documentation requirements

### DID THIS TRIP INVOLVE A SHARED HOTEL ROOM?

Yes    No

**If yes:** See the **Lodging, Shared Hotel Rooms** section of the [MSE Student/Postdoc/Other Expense Report Guidelines](#) for documentation requirements

**If yes:** Were you the traveler who paid for the room?

Yes    No

**If yes:** Fill out this chart

Names of Others Involved	Chart Strings for Others Involved	Chart String Justification

**If no:** Name of traveler who paid for the room