

NAFSA: ASSOCIATION OF INTERNATIONAL EDUCATORS  
REIMBURSEMENT REQUEST FOR REGION XI BUSINESS

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position Held in Region: \_\_\_\_\_ Region: \_\_\_\_\_

**TRANSPORTATION**

Point of Departure/Destination/Return  
\_\_\_\_\_

If auto travel: \_\_\_\_\_ miles @ 50.5 c per mile = \_\_\_\_\_

Tolls: = \_\_\_\_\_

Parking: = \_\_\_\_\_

If air travel: airfare = \_\_\_\_\_

If other travel (Please Specify):  
\_\_\_\_\_ = \_\_\_\_\_

**TOTAL TRAVEL** = \_\_\_\_\_

**LODGING**

Number of days \_\_\_\_\_ @ \$ \_\_\_\_\_ per night  
(Double room accommodations)

**TOTAL LODGING** = \_\_\_\_\_

**MEALS**

Number of meals \_\_\_\_\_ (Please itemize)  
(\$51.00 per 24 hour period)

\_\_\_\_\_  
\_\_\_\_\_  
**TOTAL MEALS** = \_\_\_\_\_  
**TOTAL EXPENSES** = \_\_\_\_\_

PLEASE ATTACH ALL RECEIPTS

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_