**SECTION A: TRAVEL REIMBURSEMENT**

Name: ____________________________  (Last)  ____________________________  (First)  ____________________________  (MSU NetID)

Department: ____________________________  

Dept Addr: ____________________________  

Visa Type: ____________________________  

Debt One: US Citizen  ____________________________  Resident Alien  ____________________________  NonResident Alien  ____________________________  

Check One: Faculty/Staff  ____________________________  Graduate  ____________________________  Undergraduate  ____________________________  Other  ____________________________  

Departure Date  ____________________________  Return Date  ____________________________  Destination(s) (City, State and Country required)  ____________________________  

Purpose of Travel (Check all that apply and fill out description):

- Conference  
- Meeting  
- Other  

Description: ____________________________  

**SECTION E: SUBSISTENCE AND MISC.**

Conference  ____________________________  Meeting  ____________________________  Other  ____________________________  

Br - Breakfast  Lu - Lunch  Di - Dinner  Lo - Lodging  M - Misc (Item name required)

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<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
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Visa Type  ____________________________  

Transportation Sub-total  $ -  

**SECTION C: NOTES (Car rental justification, shared hotel room explanation, etc.)**

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**SECTION D: ACCOUNTING LINE to be entered in the Disbursement Voucher e-doc ("*" required items)**

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<th>ACCOUNT NUMBER</th>
<th>ACCOUNT CODE</th>
<th>SUB-ACCOUNT CODE</th>
<th>PROJECT CODE</th>
<th>ORG. REF. ID</th>
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Total:  $ -  

Total Claim  $ -  

**REIMBURSEMENT SIGNATURES**

Traveler’s Signature: ____________________________  Date: ____________________________  

Authorized Signature: ____________________________  Date: ____________________________  

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MSU is an affirmative-action, equal-opportunity employer.

Rev 12/2010