Form BD403-GA

The University of North Carolina - General Administration REQUEST FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED IN THE DISCHARGE OF OFFICIAL DUTY - INCLUDING PER DIEM (Rev 01/01/2013)

INSTRUCTIONS: Prepare in duplicate. Attach all necessary receipts or other supporting documents to this form and submit the original to the Services Office within 30 days after travel status terminates. Retain one (1) copy for your files. TITLE ame DEPARTMENT/DIVISION Travel Auth. #/Date Duty Station (City) Your ACCOUNT NUMBER DEPARTMENT/DIVISION ADDRESS Mailing Address (if not reimbursed via EFT): THROUGH 23 N. Maple St AMOUNT OFFICE USE ONLY 233.7a Total Expenses Total Advance and allowances incurred in the service of the state. Unless I have marked out this sentence, I Amount Due-UNC GA 233.70 Amount Due-Applicant voluntarily give permission to UNC GA to electronically deposit my travel reimbursement to the unt I use for Payroll direct reposit or another designated bank account I have examined this reimbursement request and certify that it is just and reasonable Department/Division Head Claimant OTHER EXPENSES TRANSPORTATION - MILEAGE, AIRFARE, TRAVEL (SHOW EACH CITY VISITED) MUST REGISTRATION FEE, OTHER INCLUDE DEPARTURE AND ARRIVAL TIMES RENTAL CAR, TRAIN, PARKING, TAXI, SUBSISTENCE - MEALS & HOTEL BAGGAGE TIP, INTERNET, FAX IF MEAL ALLOWANCE IS REQUESTED TOLL COPIES, PHONE) DAILY PRIVATE CAI MILEAGE TRANSPORT COSTS TO BE REIMBURSED FROM (I) MODE (3) DAILY TOTALS EXPLANATION (4) AMOUNT My Camous Chapel Hil C@.30 100 30.00 Registration Fee C@.56.5 Breakfast time Airfare Lunch Other <u>√ou</u> Rental Dinner Train 63.90 63.90 Parking Taxi, Toll ٥٥.م) Chapel Hi C@.30 <u>8,00</u> C@.56.5 Breakfast Airfare Lunch 17.90 25.90 Rental Dinner Train 63.90 63.90 6.00 (Parking) Taxi, Toll Hotel 4 16 Chapel Hill My Campus 30.00 C@.30 OO. B C@.56.5 Breakfast time Airfare Lunch Other 8.00 Rental vou Dinner a mivee Train Parking, Taxi, Toll Hotel C@.30 C@.56.5 Breakfast Airfare Lunch Other Dinner Rental Train Parking, Taxi, Toll Hotel SUBTOTAL SUBTOTAL (2) SUBSISTENCE SUBTOTAL (1) TRAVEL MODE in-State Out-of-State \$8.00 TRANS SUBSIST. OTHER EXP. CPCAR \$8.00 AIRFARE (includes excess bagage) LUNCH \$10.45 \$10.45 2.00 DINNER \$17.90 RENTAL CAR \$20,30 TRAIN \$63,90 \$75.60 PARKING, TAXI, TOLL (3) 24-hour period \$100.25 \$114,35 REIMBURSEMENT SUMMARY Transportation Subsistence Other Amount Amount 4 **\$ 1 3 7 - 80** Lodging 5 **\$ 33 - 90** Meals 6 1 \$ Air 31 \$ Other 2 \$ Registration Fee 31 9 - 00 Ground \$ 3 319 Other Advance \$ \$ 161 -70 Total Subsistance Total Other \$ OC Total Transportation 233.70 REIMBURSEMENT GRAND TOTAL \$ INVOICE