



TRAVEL REIMBURSEMENT WORKSHEET

- Complete the entire worksheet and return by email within 30 days after your trip.
- Your UO travel reimbursement form will be based on the information provided on this worksheet. Please be specific and explain any usual circumstances (road closures, traffic, carpool, etc.)
- If **original** receipts are required, please attached them to this form and mail via USPS to the CSC.
Required original receipts include:

- Lodging; *if you had to pay for lodging on your own credit card*
- Bus or train tickets (*Exception: e-tickets can be emailed in a PDF with travel worksheet*)
- Parking (*Exception: coin meters. Record date, location, amount paid and scan/forward document in an email*)

NAME _____ **UO ID#** _____

NAME OF EVENT: _____

WORKPLACE/HOME DEPARTURE

Date Left Workplace/Home: _____ Time: _____

Date Arrived at Event: _____ Time: _____

If the dates above are not the same, please provide a brief explanation:

EVENT DEPARTURE

Date Left Event: _____ Time: _____

Date Arrived at Workplace/Home: _____ Time: _____

If the dates above are not the same, please provide a brief explanation:

MODE OF TRANSPORTATION

Select from the following list of options: If none fit your situation, please use the box below to explain.

I drove to and from the event in my own personal car with no passengers.

I drove to and from the event in my own personal car with passengers.

List passengers' names: _____

I rode to and from the event in someone else's car. List driver's name: _____

I drove part of the way and rode part of the way in someone else's car. Fill in the following:

I drove from (enter cities) _____ to _____

I rode from (enter cities) _____ to _____

Please use this box to explain your mode of transportation if it differs from the choices above. Also use this box to provide any other information that you think might be useful to us when preparing your reimbursement:

Megan Smith, RARE Program Director

Date

Please see your RARE AmeriCorps Administrative Handbook for more specific information about travel reimbursements or contact a RARE AmeriCorps staff member if you have questions.