

# Theatre and Dance Travel Reimbursement Request

Every effort should be made to submit your expenses for reimbursement as soon as possible after incurring the costs and no later than 2 weeks after travel.

Name of Traveler: \_\_\_\_\_  
RTA Number: \_\_\_\_\_  
Departure Date & Time: \_\_\_\_\_  
Return Date & Time: \_\_\_\_\_

List reimbursement items and dollar amounts (do not include direct bill items)

## **TRANSPORTATION**

Airfare: \_\_\_\_\_  
Rental Car: \_\_\_\_\_  
Personal Car - Total Miles: \_\_\_\_\_ X 56.5 cents: \_\_\_\_\_  
Taxi : \_\_\_\_\_  
Bus : \_\_\_\_\_  
Train: \_\_\_\_\_  
Other (specify) \_\_\_\_\_

## **LODGING**

Total Lodging: \_\_\_\_\_

## **MEALS**

Total Per Diem: \_\_\_\_\_  
OR if requesting specific days please list \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **MISC EXPENSES**

Registration Fees: \_\_\_\_\_  
Parking: \_\_\_\_\_  
Gasoline: \_\_\_\_\_  
Other (specify) \_\_\_\_\_  
\_\_\_\_\_

**TOTAL:**

## NOTES: