How to complete a UVA Travel Reimbursement Worksheet

1. Every worksheet needs a PTAO. If you do not have a PTAEO/Worktag ask your advisor/supervisor for one.
2. If you are receiving funding or reimbursement from an external source, indicate the amount in the orange box. (Examples are ASP, DAMOP, other Universities)
3. Complete the detailed block of the worksheet as requested.
4. Scanned receipts / attachments should be formatted as a PDF document.
5. Only complete the following blocks of information, if you used the service. Indicate the name of the business you used, as well as submitting an itemized receipt. (Example: Airline ticket through United):

* Public Transportation – Airline, Rental, Taxi, Bus or Train
* Conference Registration, Parking, Tolls, Gas for Rentals
* Lodging

5. If you are driving your Personal Car complete the full address of the location you are leaving from and complete the full address of the location you will be arriving at as requested. The reimbursement given includes the gas and ware on your vehicle. In addition, it is important to indicate if you returned to the starting location so mileage can be correctly calculated.

6. Meal Per Diem should be completed one of the following three ways.

1. Full Per Diem with number of days you would like to be reimbursed.
2. Rate per day with how many days to be reimbursed.
3. Actuals meal cost can be reimbursed with receipts.

**If you have any questions, contact Dawn Shifflett**

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