

SCAMeL Travel Expense Reimbursement Form

Please provide the following information for travel reimbursement:

Name _____ **Social Security #** _____
(Required for 1st time reimbursement only)

Address _____

City _____ **State** _____ **Zip** _____ **Phone** _____

Dates of travel _____ - **Email** _____

Itemized expenses:

\$ _____	Original airline ticket (receipt)
\$ _____	Personal automobile mileage (72.5 cents per mile up to the cost of a standard airline ticket)
\$ _____	Taxi, limo or shuttle service (original receipt)
\$ _____	Rental vehicle (original receipt)
\$ _____	Food (original receipt)
\$ _____	Lodging (original receipt)
\$ _____	Parking (long term, airport, etc.) (original receipt)
\$ _____	Miscellaneous expenses (please list) (original receipt)
\$ _____	TOTAL REIMBURSEMENT

Reason for travel (include location)

Signature _____ **Date** _____
Traveler

Signature _____ **Date** _____
Katherine Prentice, SCAMeL Treasurer

Please send this form with receipts to:

Kalei Malczon-Dorris
UNT Health Science Center at Fort Worth
Gibson D. Lewis Health Science Library
3500 Camp Bowie Boulevard
Fort Worth, TX 76107
scamelfinance@gmail.com
817.735.5132