University Supervisor Travel Reimbursement Instructions

Always get form from http://www.wcu.edu/12382.asp - and choose the travel template. This will ensure that you have the latest edition of the form.

- **Payee's Name:** Full Name – First, Middle and Last
- **Employee ID:** Begins 92. Do not use Social Security Number
- **Purpose of Trip:** Intern Supervision
- **Est Travel Date:** Begin and end with dates of travel
- **Duty Station:** Full time faculty use “Cullowhee”. Adjuncts list home town.
- **Adjuncts wishing to receive checks at home should list this address above the Reimbursement details
- **Contract Person:** Linda Raxter  phone: 3313

Reimbursement details – one block for each day

- **Date:** Date  
- **miles:** Total miles for the day  
- **leave dollar amount blank**
- **Time of Departure**
- **From:** City and State
- **Time of return**
- **To:** “City and State (RT)”
- **In “Other” Column list schools and students visited

Signature at bottom

We must have original signature – no copies or faxes

Mail to (note new office address):

WCU Office of Field Experiences
91 Killian Building Lane, #204
Cullowhee, NC 28723

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**TRAVEL AUTHORIZATION AND REIMBURSEMENT FORM**

**NAME:** Linda Raxter

**AS SHOWN IN BANNER:**

**Employee ID:** 980000001

**DUTY STATION:** Lollipops, Land, NC

**PURPOSE OF TRIP:** Intern Supervision

**TRAVEL DATES:**
- **BEGIN:** 01 Sep 2001
- **END:** 06 Sep 2001

**DEPT NAME & CAMPUS ADDRESS:** School & Teaching + Learning

**TRAVELER’S ADDRESS IF CHECK TO BE MAILED:** 441 Peppermint Street, Lollipops, Land, NC 28723

**TRAVEL (SHOW CITY & STATE):**

<table>
<thead>
<tr>
<th>DATE</th>
<th>MILES</th>
<th>MODE</th>
<th>AMOUNT</th>
<th>MEALS &amp; LODGING</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Sep 2001</td>
<td>35</td>
<td>Private Auto</td>
<td>Breakfast</td>
<td></td>
</tr>
<tr>
<td>06 Sep 2001</td>
<td>80</td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07 Sep 2001</td>
<td>30</td>
<td>Taxi</td>
<td>Dinner</td>
<td></td>
</tr>
<tr>
<td>08 Sep 2001</td>
<td>14</td>
<td>Parking</td>
<td>Lodging</td>
<td></td>
</tr>
</tbody>
</table>

**OTHER EXPENSES:**

- Candy, Cam High School
- Jesse, Suradale, Grandpa's

**SIGNATURE AT BOTTOM**