

Wabash Center for Teaching and Learning in Theology and Religion
301 W. Wabash Ave., Crawfordsville IN 47933
(765)361-6047 or 800-655-7117

WABASH CENTER EXPENSE REPORT

ALL RECEIPTS MUST BE ATTACHED. *This is necessary for our records and as a qualification of reimbursement as non-taxable income.*

Name	Date	Last 4 # of SSN
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Home Address (for W-2 forms)

City, State, Zip	<i>(checks will be sent to this address unless otherwise noted)</i>
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Name of meeting/activity and location	Date of meeting/activity
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TRAVEL COSTS	AMOUNTS
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Airline:
 Ticket (if applicable) \$ _____

Luggage Fees \$ _____

Car mileage (57.5¢) _____ # of miles: \$ _____

*** Please submit a Mapquest or Google map printout documenting miles***

Ground Transportation (Tolls/Parking/Rental Car/Taxi/etc.):
 To meeting/activity (total) \$ _____

From meeting/activity (total) \$ _____

Meals:
 To meeting/activity (total) \$ _____

From meeting/activity (total) \$ _____

Lodging (if approved): \$ _____

Other: (Please list/specify)

_____ \$ _____

_____ \$ _____

TOTAL REIMBURSEMENT NEEDED	\$
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 Signature of person requesting reimbursement

***Send report & receipts/map to haileg@wabash.edu (or mail to Wabash Center address above). Maintain one copy for your income tax records.**

Wabash Center for Teaching and Learning in Theology and Religion

REIMBURSEMENT GUIDELINES

The following guidelines outline basic expectations for expense reimbursement and the process for their submission to the Wabash Center. A reimbursement form will be provided at the Wabash Center event for your use at its conclusion.

AIR TRANSPORTATION:

We will reimburse you for the travel cost from your home (or institution) to the location of the Wabash Center sponsored event and back. We ask that you travel as inexpensively as possible, booking your ticket far in advance to receive an economy, non-refundable fare. If your travel plans include additional segments unrelated to meeting participation, the Wabash Center *will cover domestic airfare* for one leg of arrival to Indianapolis and one leg of departure. You will be responsible for the difference in airfare and change fees, if applicable. (Note: the Wabash Center will cover change or cancellation fees due to extenuating circumstances -- e.g, illness, death of family member, hurricane, etc.)

To direct bill your air travel, please use our travel agents from The Travel Authority (800) 837-6568; Thommi Weliever (Thommi.Weliever@TheTravelAuthority.com) or Shelly Costello (shelly.costello@thetravelauthority.com).

If you arrange your own air flights, the fare will be reimbursed **AFTER** the completed flight. The ORIGINAL boarding passes or ticket must be attached for reimbursement. Reimbursed airfare will be only for the lowest economy fare. We will not reimburse an airfare when a personal frequent-flyer or free ticket is used. Fees for changing flight reservations will be paid on an exceptional basis only and must be approved in advance.

We will reimburse for luggage fees.

Ground Transportation:

We will reimburse for ground transportation between your home and the airport, and for other airport expenses. Original receipts for parking, shuttle services, and other ground transportation must accompany the reimbursement form.

When driving to a Wabash Center event, the **MAXIMUM** amount reimbursed for driving or rental will be the equivalent of an economy airfare. If you are submitting on a per/mile basis for use of a personal vehicle, gas is covered by the per/mile allotment (which is set by the college based on the IRS rate). Please submit a Mapquest or Google map printout to document the miles you drove. If you are renting a vehicle, the Wabash Center will reimburse for an economy model vehicle, collision damage insurance (personal accident or personal effects insurance will not be covered), and gas. Original receipts for all requested transportation expenses (including tolls and parking) and a map that demonstrates the miles you drove must accompany the reimbursement form.

MEALS

We will reimburse meal expenses during the course of travel to and from the Wabash Center event. Ordinarily, meal expenses should not exceed \$75 per day and original receipts for meals must be attached to the submitted form.

LODGING:

Most lodging will be arranged on a direct billed basis to the Wabash Center. Should you need additional lodging, it must be approved in advance for any reimbursement. The original receipts must be attached. Charges other than hotel room and taxes, such as personal long distance calls, movies, and valet service will not be reimbursed.

If you have any questions about a reimbursement, please call the Wabash Center at (800) 655-7117.