INSTITUTE
for ADVANCED STUDY

REQUEST FOR TRAVEL REIMBURSEMENT

NAME:

ADDRESS:

EMAIL:

DESTINATION:

DATE:

PURPOSE OF TRIP:

I. EXPENSES

Out-of-Pocket Expenses

Airfare			$
Trainfare			$
Private Car		mi. @ 56¢/mi	$
Rental Car			$
Parking			$
Taxi/Limo			$
Accommodation			$
Meals			$
Registration Fees			$
Tolls			$
Other			$

Total Out-of-Pocket Expenses $

II. REIMBURSEMENT METHOD: Direct Deposit ** (US Dollar Accounts Only) ☐ Paper Check ☐

** For Faculty, staff and members at IAS for longer than 60 days: I certify bank account information on file with Accounts Payable is still current (initial)

** All others requesting direct deposit: You must complete and attach Direct Deposit Request form which is located at www.ias.edu/campus-resources/working-at-ias/comptrollers-office/online-forms

If you do not complete and attach form you will receive paper check.

III. CHARGE TO ACCOUNT:

Signature of Traveler Date

Supervisor or Authorized Signatory Date

1/4/2021