

**I N S T I T U T E**  
*for* **A D V A N C E D S T U D Y**

**REQUEST FOR TRAVEL REIMBURSEMENT**

NAME:

ADDRESS:

EMAIL:

DESTINATION:

DATE:

PURPOSE OF TRIP:

**I. EXPENSES**

Out-of-Pocket Expenses

Airfare		\$
Trainfare		\$
Private Car	mi. @ 65.5¢/mi	\$
Rental Car		\$
Parking		\$
Taxi/Limo		\$
Accommodation		\$
Meals		\$
Registration Fees		\$
Tolls		\$
Other		\$

Total Out-of-Pocket Expenses \$

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

\*\* 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](http://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