

This form is to be used by UofM employees to reimburse the University for travel advance overages and/or charges incurred that were not eligible for reimbursement per University policy.

PART A: Employee Information

Name: _____ Banner ID (U#): _____

Department: _____ E-Mail Address: _____

PART B: Departmental Information

Index # to Be Credited: _____ Amount Owed: _____

Travel Type (check one):

INDIVIDUAL TRAVEL		
	73100	Individual In State Travel
	73200	Individual Out of State Travel
	73250	Individual International Travel
ATHLETIC TRAVEL/GROUP TRAVEL		
	73300	Team or Group In State Travel
	73400	Team or Group Out of State
	73450	Team or Group International
	73800	Athletic Recruiting Travel
	73850	Athletic Recruiting International

COMMENTS (if any):

UNIVERSITY & STUDENT BUSINESS SERVICES USE ONLY:

Cashier Receipt Number	Date
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