



Reimbursement Request Form

Thank you for participating in the Great Northwoods Sales Warm-Up, hosted by UW-Eau Claire!

Please fill out the form below and be sure to read the following instructions.

Instructions

- Include all receipts. Copies are accepted.
- Complete two separate forms if we are reimbursing both you and a school account.
- If claiming mileage, include MapQuest map with round-trip miles. You will be reimbursed for your miles at the Wisconsin state rate.
- Submit completed form with all receipts by either emailing meinhoka@uwec.edu (preferred method) or faxing 715-836-3923, ATTN: Kevin Meinholz

Check Payable to:

Address to Mail Check to:

Amount to Reimburse _____

Airfare: \$ (will only reimburse up to 4 people.)

Baggage: \$ (up to \$50 per person)

Vehicle Rental: \$ (include gas in this total. Remember receipt(s) for gas.)

TOTAL REQUESTED: \$

(We review all requests and reserve the right to adjust the total requested. If mileage is being requested, just include the total dollar amount from all other categories and we will update the total after calculating the mileage total)

of Miles (mileage from your institution to Eau Claire or to airport. Include map.)

Submitted By:

Date:

UW-Eau Claire Office Use Only

Received By:

Date:

Total Amount Approved: \$

Notes: