



PORTLAND STATE UNIVERSITY

# American Association of University Professors

Promoting Quality Higher Education – An Investment in Oregon’s Future

## 2015 Expense Reimbursement Form

Name: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Description	Amount	Total	Allocation Category
<b>Travel:</b>			
Plane Fare			
Ground Transport			
Hotel			
Car Rental			
Gas			
Personal Car (\$.575/mile)* *2015 IRS.gov			
Meals			
Breakfast			
Lunch			
Dinner			
Incidental expenses			
<b>Other Expenses:</b>			
<b>Total Reimbursement Due:</b>		\$	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Please attach original receipts (Tape small receipts face up on 8 ½ x 11 sheet).  
Thank you!**