

OSU/FST Travel Reimbursement Form

Name: :

Campus Wide ID:

License Tag #:

Day Time Phone:

Type of class OR reason for travel:

Traveled from (your city) Traveled to (city you visited)	Date	Trip Miles	Vicinity Miles	Time left home	Time Return home	Meeting times	Lodging	Meals	Misc. supplies expenses
Totals									

Address to mail check to:

Address

Total Lodging

Total Meals

Miles @ .405 per mile

Total Misc. Supplies

TOTAL AMOUNT

City

State

Zip

Signature

Date Sent to OSU:

Remember!!!
 *Send original receipts! * Meals can only be reimbursed when an overnight stay is required. *Fill this form out COMPLETELY to avoid a delay in your reimbursement!
 *Please Write Legibly!!

Please note - If an overnight stay was required, the original hotel bill, showing a zero balance must be attached. All receipts must be originals - OSU will not accept copies. Be sure to list how much you spent on meals per day (if an overnight stay was required.) Attach all receipts to this form and mail to: Fire Service Training, 1723 W. Tyler, Stillwater, OK 74078-8041