



Georgia Tech

Parker H. Petit Institute for Bioengineering and Bioscience

**TRAVEL REIMBURSEMENT FORM**

To expedite reimbursement for your travel expenses, scan and combine all travel related receipts into a **single .pdf file** along with *this completed and signed* form.

Email the scanned receipts and signed form to Crystal Melvin at [crystal.melvin@ibb.gatech.edu](mailto:crystal.melvin@ibb.gatech.edu). If you wish to mail the form with receipts, send to Crystal Melvin, Georgia Institute of Technology, 315 Ferst Drive, NW, Atlanta, GA 30332-0363.

Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_

Dates of Travel \_\_\_\_\_

Airfare (*economy*): \$ \_\_\_\_\_

Transportation (*car rental, taxi, shuttles, parking*): \$ \_\_\_\_\_

Mileage rates are shown on the IRS site under the 'business use' \$ \_\_\_\_\_

column on the annual table: <https://www.irs.gov/tax-professionals/standard-mileage-rates> \$ \_\_\_\_\_

Meals:  
(GT meal per diems: \$13 for breakfast, \$14 for lunch,  
and \$23 for dinner - a total of \$50 per day) \$ \_\_\_\_\_

**Total of this reimbursement:** \_\_\_\_\_

The above is a true statement of travel expenses incurred by me on official business on the dates shown and I have attached original receipts for each expense.

Traveler's signature: \_\_\_\_\_

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