



Travel Receipt Envelope (8077)

Instructions:

BICC approval of your travel expenses does not guarantee automatic reimbursement. You must submit receipts to ASI to get a reimbursement. **You may only submit original receipts.** ASI Accounting (not the BICC) decides the guidelines with which you must comply for reimbursement. Cancelled checks or credit card statements are not acceptable substitutes for original receipts and **will not be considered** by ASI Accounting for reimbursement.

Conference participants and representatives who choose to use this envelope as a convenience **MUST** check all the required documents before sealing the envelope. Please do not submit an incomplete packet, as it will be returned to you without being processed.

Please **DO NOT** place any 8074 document in this envelope. They will be returned to you without being processed. You **MUST** meet with the Vice President of Finance to submit documents related to all on-campus events.

This packet must be turned in **no later than 4 weeks**, starting the Tuesday following the date of your conference.

Action Item Checklist:

- ___ Copy of Finalized Proposal Packet
- ___ Original receipt from hotel (This receipt must have hotel logo on it.)
- ___ Original receipt for airfare showing fare and taxes (This may be an e-ticket receipt.)
- ___ Original boarding passes for departure and return flights (This serves as proof that you actually took the flight.)
- ___ Original receipt for conference registration (This receipt should be signed by a conference organizer.)
- ___ Submit a one page, typed summary of 350 words or more of the event
- ___ Give a presentation to the BICC on how your conference trip was valuable to you and your organization, both professionally and academically.

Date Envelope Due: _____

Date of Presentation to BICC: _____

Any expenses that do not have receipts will not be reimbursed