

MEMORANDUM TO THE DIRECTOR OF BUSINESS AND ADMINISTRATIVE SERVICES

SUBJECT: REQUEST FOR REIMBURSEMENT OF ACTUAL EXPENSES

Date: _____

VID: _____

Payee: _____

Address: _____

Account: _____

During the official travel described below, my actual expenses exceed the State per diem allowance by \$0.00 . An itemization of daily expenses is shown on the reverse side.

Period of Travel: _____

Destination: _____

Purpose of Trip: _____

CERTIFICATION:

I certify that the expense account shown above is true, correct, and unpaid

Signature of Traveler

Approved: Department Head
or other UT System Official

Form prepared by: _____ Phone No: _____