

# Post Travel Packet

Submit all information to [accounting@washburnlaw.edu](mailto:accounting@washburnlaw.edu) or give it to the Office Coordinator in the Dean's Suite Room 104.

## Departure & Return

Please select one of the following for your **departure**

I **only** drove myself                      I carpoled  
(name of driver)                      I was dropped off  
by family/friend                      I took an uber/other

Address of **your** departure:

Did your car pass through Tolls:    Yes                      No

Please select one of the following for **your** Return

I **only** drove myself                      I carpoled  
(name of driver)                      I was dropped off  
by family/friend                      I took an uber/other

Address of your **Return**:

Did your car pass through Tolls:    Yes                      No

## Airfare: (attach to email or form)

- Invoice or receipt from plane/conformation email
- Parking receipts

## Hotel: (attach to email or form)

- Itinerary of conference (if applicable)
- Invoice/receipt from hotel

## Ubers/Taxis/Lyft (attach to email or form)

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o Will not reimburse travel to restaurants or other non-travel related destinations.

**Other (attach to email or form)**

- Any other receipts including but not limited to
  - Tolls
  - Meter parking
  - Parking
  - Registration fees
- If missing a receipt, fill out the form **attached** below.



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Missing Receipt Claim Form

*Original receipts are required for all expenses of more than \$25.00. If you are missing a receipt for a claim less than \$25.00, you should use this form.*

I hereby certify that I have expended monies for the following expenses for which I do not have a receipt but for which I request reimbursement:

Include all details of the expenditure

Date of expense	Vendor business name	Location city, state	Type of expenditure <i>lunch, dinner, taxi, etc.</i>	Amount of expense

Total Unreceipted Claim \$ \_\_\_\_\_

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Signature

Date