

Scaling the Summit, University of Denver, August 4-6, 2008

Travel Reimbursement Instructions

Scaling the Summit scholarship recipients are entitled to reimbursement of travel expenses associated with attending the Summit. Please complete the attached Travel Expense Form and IRS Form W-9, which is used to enter you in the University of Denver's accounting system for payment. All forms should be completed electronically. Print and sign all forms and return, along with original receipts, to: Butler Institute for Families, Attn: Ann Moralez, 2148 S. High St., Denver, CO 80208. If you have any questions or need assistance completing the forms, you can contact Ann at 303-871-2476 or amorale9@du.edu.

Instructions for Completing Travel Reimbursement Form

- Enter your name, address, and phone number (Banner ID will be assigned by DU's accounting department).
- Under *Mode of Transportation*:
 - If flying, enter the name of the airline and amount of the ticket. Include original receipt. Also complete the mileage log (2nd tab in Excel) for travel to/from the airport, and then enter the total miles for this trip.
 - If approved for a car rental, enter the name of the car rental agency and amount. Include original receipt. Gasoline for the rental car should be listed under *Other Expenses*.
 - If driving, complete the mileage log (2nd tab in Excel) for travel to/from training site, and then enter the total miles for this trip.
 - Enter amount(s), if any, for taxis or shuttles to/from the airport and/or airport parking. Include original receipt(s).
- *Lodging* at Nelson Hall will be directly billed to the Butler Institute for Families.
- *Meals* (per diem) is already completed for you. No receipts are needed.
- *Other Expenses* is where you would enter any other expenses that have been approved for reimbursement. Include original receipts.
- Sign and date the form and return it, along with any original receipts, completed W-9, and mileage log (if applicable), to the address above.