

# Minot State University Reimbursement Form

***Please complete this form and return it with required documentation to:  
Minot State University Attn: Department 500 University Ave W Minot ND 58707***

Name of Individual or Agency to be Paid		Social Security or Tax ID (complete Form W-9 if provided)	
Address		City	State Zip
Date of Departure	Time Left Home (am/pm)	Date of Return	Time Returned
Destination	City	State	
Purpose of Trip (Event)		Date/Time of Event	

### Expenses to be Reimbursed:

**Meals:** Receipts **not** required for meals. Meals provided during a conference/meeting are **NOT** reimbursable.

<b>Breakfast:</b> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> <div style="border-bottom: 1px solid black; width: 100px; margin-bottom: 5px;"></div> <div># of meals</div> </div> <div style="text-align: right;"> <b>x 9.00</b> </div> <div style="text-align: right;"> <b>=</b> <div style="border-bottom: 1px solid black; width: 100px; margin-bottom: 5px;"></div> <div>Total</div> </div> </div>	Breakfast: Travel must begin before 7:00 am Travel must continue to at least 8:00 am
<b>Lunch:</b> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> <div style="border-bottom: 1px solid black; width: 100px; margin-bottom: 5px;"></div> <div># of meals</div> </div> <div style="text-align: right;"> <b>x 14.00</b> </div> <div style="text-align: right;"> <b>=</b> <div style="border-bottom: 1px solid black; width: 100px; margin-bottom: 5px;"></div> <div>Total</div> </div> </div>	Lunch: Travel must begin on or before 11:00 am Travel must continue to at least 1:00 pm
<b>Dinner:</b> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> <div style="border-bottom: 1px solid black; width: 100px; margin-bottom: 5px;"></div> <div># of meals</div> </div> <div style="text-align: right;"> <b>x 22.00</b> </div> <div style="text-align: right;"> <b>=</b> <div style="border-bottom: 1px solid black; width: 100px; margin-bottom: 5px;"></div> <div>Total</div> </div> </div>	Dinner: Travel must begin on or before 5:00 pm Travel must continue to at least 7:00 pm

**Mileage:** Receipts are not required for mileage. Mileage is **not** paid to passengers.

<u>                    </u>	x	\$0.655	=	<u>                    </u>
# of roundtrip miles				Mileage Total

***Lodging: Original itemized paid receipt required - NOT credit card receipt. ONLY room charges plus applicable taxes will be reimbursed.***

x **\$88.20 + tax =**                       
 # of nights Lodging Total

***Public Transportation: Original itemized paid receipt required – NOT credit card receipt.***

**Public Transportation Total:** \_\_\_\_\_

**TOTAL AMOUNT TO BE REIMBURSED .....**

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Signature \_\_\_\_\_

Date \_\_\_\_\_