



The Ohio State University

Materials Science and Engineering | Welding Engineering

Student Guest Post-Trip Worksheet

- This worksheet is to be used to organize a traveler's post-trip reimbursement request.
- Please submit this reimbursement request within 30 days of the date of travel.
- The form, with scanned and/or electronic receipts*, is to be emailed to Mark Cooper at cooper.73@osu.edu

TRAVELER INFORMATION

Traveler Name:			
	Email:	Phone:	
Mailing Address:			

ACTUAL TRAVEL DATES & LOCATIONS (add additional date/destination detail below if needed)

Departure Date:		Departure Time:	
Return Date:		Return Time:	
Departure City/State/Country:			
Destination City/State/Country:	Destination 1		
	Destination 2		

EXPENSE DETAILS (add additional expense detail below)

Transportation (Airfare)		Other	
Transportation (Other)		Other	
Meals		Other	
Other		Other	
Expense Total			

ADDITIONAL DETAILS / INFORMATION (optional)

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Receipts for reimbursement:

Receipts are to show proof of payment by the traveler, typically by displaying the last four digits of the credit card used for payment.

Meal receipts should show date and time of meal as well as a listing of what was purchased.

If seeking a meal *per diem*, please indicate what meals were provided by the hotel and/or the MSE department.