## 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.
- Questions should be directed to Mark Cooper, 614-292-7280, cooper.73@osu.edu.
- The form, with scanned and/or electronic receipts*, is to be emailed to both cooper.73@osu.edu and abdelhadi.4@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: |
| :--- | :--- | :--- | :--- |

EXPENSE DETAILS (add additional expense detail below)


## ADDITIONAL DETAILS / INFORMATION (optional)

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.

