



ECE STUDENT

Name: _____ Tufts ID Number: _____

TSS Guidelines available at <http://finance.tufts.edu/wp-content/uploads/TravelPolicy.pdf>

I acknowledge I have read the University guidelines listed in the above link: _____

Travel made WITHOUT Advisor Approval and ECE Office acknowledgement WILL NOT BE REIMBURSED

Travel Dates: From: _____ To: _____

Destination: _____

Purpose of Travel: _____

Name of Conference or event, if applicable: _____

*Please provide a short paragraph (on a separate sheet) on how this trip (event) benefits the grant, if applicable.

*Advisors name: _____ *Advisors signature: _____

*** **IF** you have an email from your Advisor confirming all of this information, you may forward that to ece@tufts.edu **OR** have your Advisor write to the address directly, in lieu of completing the asterisk section.

Grant or DeptID to be charged: _____ Advisor Initials: _____

Cost limit for approved travel: _____ (Completed by advisor)

If you have a Travel Award or Travel Support Grant, please include supporting documents. Submit electronic copies to ece@tufts.edu or submit a hard copy:

Receipt Checklist – check the ones that are applicable for your trip

Receipts pertaining to the trip MUST be submitted within 30 days of travel!

(The only exception: flights purchased ahead of time.)

Auto Rental: _____ Taxi, Limo, Tolls, Parking: _____

Bus, Rail fare: _____ Hotel booking confirmation: _____ Hotel invoice*: _____

*Tufts University will not reimburse hotel incidental charges

Economy (only) Airfare – **Please Note:** Two (2) types of receipts are required.

The expense WILL be denied if you cannot provide the receipt AND the boarding pass.

Proof of Purchase: _____ Boarding Passes*: _____ (screenshot electronic boarding passes)
It's your responsibility to contact airline for proof of travel if you forget.

Meals – **All receipts must be itemized**, otherwise they will not be processed. Alcohol is **Not ALLOWED**.

Related Poster printing Conference Registration Fees Misc. Expenses

Gas for Auto Rental only If you use your own car for the trip, only mileage will be reimbursed

**** Reimbursements are processed for one person only and costs will not be split.**