ECE STUDENT
Name: ____________________________  Tufts ID Number: ________________________

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.

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.