

Research Travel Reimbursement Form

Name:	Project No.
Contact Information :	
Type of Event:	<input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Other:
Country/City:	
Contact Information:	
Duration: From:	To:
Bank account details:	Job #

Please attach:

1. Original airline ticket with proof of payment (and credit card statement if applicable)
2. Proof of travel (passport stamps or airline boarding pass)

Actual Expenditure (QR):		
Air Ticket		No. of days for per diem
Other Expenses		
Advanced payment		Total Amount

Budget Category		Item

I hereby certify that the above information is true and complete and these are accurate details for the stated period.

Signature of Traveler: _____ Date: _____

I hereby certify that the above information is true and complete and these are accurate details for the stated period.

Signature of Project PI
(if different than traveler): _____ Date: _____

Kindly make all the necessary action to:

Pay to the order of :		
Amount (QR):	Payment Method	<input type="checkbox"/> Check <input type="checkbox"/> Wire Transfer

I hereby certify that, to the best of my knowledge, the above information is true and correct.

Signature of Research
Grant Coordinator: _____ Date: _____