

## How To Complete a Purdue Research Foundation Travel Reimbursement Request Using FORM 25

### Necessary Information to be completed on form:

#### Example

1. Your Name: Belinda Rachwal
2. Your Department: PRF - Finance / Accounting
3. Location: PTC - B2 110
4. Travel To: Destination: **REMINDER** - Need to attach a copy of an approved PRF FORM 17 (Request To Travel On PRF Business)
5. Purpose of Trip: Name of Seminar
6. Accompanied/Accompanied by: Indicate all those attending same function
7. List Items for which you are requesting reimbursement:
  - a. Date of trip: (Indicate each day's expense)
  - b. From - To: (Leaving From, Going To)
  - c. Departure & Arrival Time
  - d. Subsistence
  - e. Actual vs. Per Diem
    - i. What is Actual? Requesting Exactly the amount spent and need to submit original receipts
    - ii. What is Per Diem? Daily allowable amount per destination and available on Conus Chart
    - iii. Located on web <http://www/gsa/gov>
  - f. Lodging Expense
  - g. Transportation: mileage (currently for personnel vehicle use reimbursement for travel is \$ .485)
8. Miscellaneous (taxi, tolls, tips other than for food)
9. Approval Requested: Your signature and date required
10. Submit to Supervisor For: Signature and dated before submitting for process
11. Comments: Complete as necessary
12. LAST BUT NOT LEAST: Submit All necessary forms and back-up documentation to Finance Dept/ Carol Burkart (Needed for processing: Completed Form 25, Form 17, Back-Up Documentation)