



# Travel Reimbursement Request

Payable To:

Address:

City, State, Zip:

Payment method:      ☒ Check      ☐ ACH

ACH R/T number:

ACH Account #:

Bank Name:

Mileage reimbursement is at most recent IRS Rate/Mile.

## Itemized Travel Expenses

| <i># Dates of Travel</i> | <i>Vendor and Expense Description</i> | <i>WACUHO CC Amt.</i> | <i>Reimburse Amt.</i> |
|--------------------------|---------------------------------------|-----------------------|-----------------------|
|--------------------------|---------------------------------------|-----------------------|-----------------------|

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## Itemized Per Diem Expenses

**Subtotal: Travel Amt**

| #  | Dates of Travel         | Vendor and Expense Description                      | WCC Amt. | Per Diem Amt. | Reimburse Amt. |
|----|-------------------------|-----------------------------------------------------|----------|---------------|----------------|
| 1  | 10/24/2018 - 10/25/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 2  | 10/26/2018 - 10/27/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 3  | 10/28/2018 - 10/29/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 4  | 10/30/2018 - 10/31/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 5  | 11/1/2018 - 11/2/2018   | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 6  | 11/3/2018 - 11/4/2018   | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 7  | 11/5/2018 - 11/6/2018   | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 8  | 11/7/2018 - 11/8/2018   | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 9  | 11/9/2018 - 11/10/2018  | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 10 | 11/11/2018 - 11/12/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 11 | 11/13/2018 - 11/14/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 12 | 11/15/2018 - 11/16/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 13 | 11/17/2018 - 11/18/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 14 | 11/19/2018 - 11/20/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 15 | 11/21/2018 - 11/22/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 16 | 11/23/2018 - 11/24/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 17 | 11/25/2018 - 11/26/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 18 | 11/27/2018 - 11/28/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 19 | 11/29/2018 - 11/30/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 20 | 12/1/2018 - 12/2/2018   | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 21 | 12/3/2018 - 12/4/2018   | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 22 | 12/5/2018 - 12/6/2018   | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 23 | 12/7/2018 - 12/8/2018   | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 24 | 12/9/2018 - 12/10/2018  | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 25 | 12/11/2018 - 12/12/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 26 | 12/13/2018 - 12/14/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 27 | 12/15/2018 - 12/16/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 28 | 12/17/2018 - 12/18/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 29 | 12/19/2018 - 12/20/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 30 | 12/21/2018 - 12/22/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 31 | 12/23/2018 - 12/24/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 32 | 12/25/2018 - 12/26/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 33 | 12/27/2018 - 12/28/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 34 | 12/29/2018 - 12/30/2018 | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 35 | 12/31/2018 - 1/1/2019   | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 36 | 1/2/2019 - 1/3/2019     | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 37 | 1/4/2019 - 1/5/2019     | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 38 | 1/6/2019 - 1/7/2019     | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 39 | 1/8/2019 - 1/9/2019     | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,200.00       |
| 40 | 1/10/2019 - 1/11/2019   | Travel to Washington, DC for meeting with WCC staff | 1,200.00 | 1,200.00      | 1,             |

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**Per Diem Allowance:**

**Subtotal: Per Diem**

*Per Diem is \$150.00/day. Payment can be expected within 10 days of receipt of this request by the Treasurer. For payments required in less than 10 days, please contact the Treasurer for instructions.*

**Subtotal: Reimburse Amt**

## Total Reimbursement

Return this form to  
Jenna Hazelton  
6001 Lindo Paseo  
San Diego, CA 92115  
treasurer@wacuho.org  
Phone: (619) 594-8717

*My request is made in accordance with all WACUHO Financial Procedures.*

DATE \_\_\_\_\_

DATE \_\_\_\_\_

CK#:

Amount:

Date posted: