

**WVNano NSF-REU  
Request for Travel Reimbursement Form  
“Travel to WVU”**

1. Fill in the information on this form.
2. Attach original receipts (in the participant’s name) to the form.
3. Sign and date this form at the bottom. Keep a copy for your records.
4. Send (or give) this form with attached receipts to:

Michelle Richards-Babb  
WVNano NSF-REU  
C. Eugene Bennett Dept. of Chemistry  
West Virginia University  
P.O. Box 6045, 217 Clark Hall  
Morgantown, WV 26506-6045

(304) 293-3435 ext. 6416  
mrichar2@wvu.edu

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Itinerary to WVU

Date: \_\_\_\_\_ Depart From: \_\_\_\_\_ Hour of Departure: \_\_\_\_\_ Hour of Arrival: \_\_\_\_\_

Traveled by: \_\_\_\_\_  
(air/bus/car/rental car)

Airfare: \$ \_\_\_\_\_ (passenger coupon receipt or  
e-ticket required)

Bus: \$ \_\_\_\_\_

Train: \$ \_\_\_\_\_

Car: \_\_\_\_\_ (ending mileage)  
\_\_\_\_\_ (starting mileage)  
\_\_\_\_\_ (mileage to WVU)

\$ \_\_\_\_\_ (mileage to WVU x \$0.405)

Tolls: \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

Participant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_