

# UCA TRAVEL EXPENSE REIMBURSEMENT FORM, TR-1

Sponsored Credit Card      Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Payee: Lance R Grahm

Department Name: Provost & VP Academic Affairs

Official Station: UCA

Campus Phone Number: 450-5073

Email Address: lancegr@uca.edu

UCA Employee:  X

Mode of Travel: personal auto

Are phone/internet charges listed business related? \_\_\_\_\_

Travel PO Number: P0033769

Department Index: 410000

Private Vehicle License #: 118 OMS

Campus Address: Wingo 213

Individual: \_\_\_\_\_

If No List Employer: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Amount of the Advance: \_\_\_\_\_

Account Number: 717100

Blanket: \_\_\_\_\_

Return Time: \_\_\_\_\_

Special Lodging Authorization - (Total room rate - See UCA Travel Regulations)		
Reason why less expensive lodging was not selected:	Number of Days	Total
XXXXX	0	\$0.00
		\$0.00
		\$0.00

YOU MUST PUT THE COST PER DAY AND THE NUMBERS OF DAYS YOU ARE REQUESTING AUTHORIZATION TO RECEIVE FULL REIMBURSEMENT.

Justification for Rental Car

Comments

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DATE	NAME OF TOWN VISITED	DETAILED EXPENDITURES (OTHER THAN MILEAGE)										TRAVEL BY PRIVATELY OWNED VEHICLE					
		COMMON CARRIER	HOTEL ROOM	MEALS	PER DIEM	TAXI	INCIDENTALS**	PHONE	TOTAL PER DAY	FROM	TO	MILEAGE DRIVEN	RATE PER MILE	AMOUNT CLAIMED			
04/16/10	Little Rock		*		N/A		**		0.00	Conway	LR Air Force	42	0.35	14.70			
	Air Force Base		*		N/A		**		0.00	LR AF Base	Conway	42	0.35	14.70			
04/18/10	Little Rock		*		N/A		**	4.00 2	4.00	Conway	LR Airport	34	0.35	11.90			
			*		N/A		**		0.00	LR Airport	Conway	34	0.35	11.90			
04/19/10	Little Rock		*		N/A		**	5.00 2	5.00	Conway	Little Rock	28	0.35	9.80			
			*		N/A		**		0.00	Little Rock	Conway	28	0.35	9.80			
			*		N/A		**		0.00				0.35	0.00			
			*		N/A		**		0.00				0.35	0.00			
			*		N/A		**		0.00				0.35	0.00			
			*		N/A		**		0.00				0.35	0.00			
			*		N/A		**		0.00				0.35	0.00			
			*		N/A		**		0.00				0.35	0.00			
			*		N/A		**		0.00				0.35	0.00			
			*		N/A		**		0.00				0.35	0.00			
<b>SUB-TOT EXPENDITURES</b>											0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>SUB-TOT MILEAGE</b>											208.00	XXXX	72.80				

\*\*1)Postage 2)Parking Fees 3)Registration 4)Emergency Car Repairs 5)Guide Services for the Blind & Wards of State  
6) Minor Purchases 7)Meals for State Guests 8)Other (Explain)

\*Hotel tax rate

  
 Signature of Traveler  
 Approval \_\_\_\_\_  
 Title \_\_\_\_\_  
 Provoost & Vice President for Academic Affairs 4/23/10

RECAPITULATION	
EXPENDITURE CLAIMED	\$9.00
MILEAGE CLAIMED	\$72.80
TOTAL CLAIMED	\$81.80
Amount Owed Traveler	\$81.80

Approval \_\_\_\_\_  
 Travel Office Signature  
 Approval \_\_\_\_\_  
 VP if over 10% of Travel Request

# MUNICIPAL PARKING RECEIPT

Robinson Center Parking Garage  
Statehouse Parking Deck  
RiverMarket Parking Garage  
P.O. Box 3232 Little Rock, AR 72203  
(501) 374-4081

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DATE 4, 19, 10

RECEIVED \$ \_\_\_\_\_

FOR PARKING

THANK YOU!

BY C

NO REFUNDS!!!

1,111,400  
ARIZONA 40000  
PARKING PERMIT (2010) \$10.00  
PARKING PERMIT (2010)

RECEIVED 2010  
06/18/10 17:10 10/18/10 17:10  
10/18/10 17:10 10/18/10 17:10  
PARKING PERMIT (2010) \$10.00  
PARKING PERMIT (2010) \$10.00  
PARKING PERMIT (2010) \$10.00  
PARKING PERMIT (2010) \$10.00  
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THANK YOU!  
AND A GREAT DAY!