MONTGOMERY COLLEGE

EAP-RELATED REIMBURSEMENT REQUEST FOR LONG DISTANT TRAVEL FUNDS

This form is to be used to obtain reimbursement for travel funds that were reserved and affiliated with an Educational Assistance Plan (EAP

expense). Only submit this form after the travel has been completed and attach all appropriate receipts. NOTE: Maximum reimbursement cannot exceed \$1000 in FY14 Print Name: Office/Department/Campus:		
SIGNATURES		
Requester	Date	OHR Acct. Manager (if different from others) Date
Room (Original Receipt Required) *Air, Bus, or Fare(Ticket Receipt Required) *Private Transportation (Total # of Miles) Local Transportation (Airport limo, taxi, etc Original Receipt Required) Meals (Original Receipt Required) Other - Provide details TOTAL \$		ACCOUNT MANAGER'S APPROVAL REQUIRED PRIOR TO REIMBURSEMENT.
*NOT TO EXCEED COST OF COACH FARE		REFER TO SECTION 65001CP IN THE POLICIES & PROCEDURES MANUAL REGARDING REIMBURSEMENT.

Forward the completed form along with copies of receipts to the Office of Human Resources.