



Travel Reimbursement Instructions

RECON Spring Training, April 4-7, 2013

Thank you for attending the RECON Spring Training event in Carson City, Nevada. If you drove your personal car to this event, please complete the attached Cal Poly Travel Expense Claim Form for reimbursement.

Traveler should complete the following highlighted areas in legible printing (**Note: illegible writing will significantly delay payment**):

1. **Claimant's Name:** The name as it should appear on the reimbursement
2. **Residence Address, City, State, Zip:** The address where the reimbursement will be mailed
3. **Telephone #:** Phone number where you can be reached if there are questions about the claim
4. **Vehicle License #:** License plate of the personal vehicle that was driven to the event
5. **Departure and Arrival:** The dates claimant traveled
6. **Private Car Use:** Enter the one-way mileage for the dates driven to/from Carson City. For local travelers not staying at the hotel, enter the round-trip mileage for the day of travel.
7. **Claimant Signature:** Sign name
8. **Print Name:** Legibly print name

Payment should be received by claimant in 3-5 weeks of being processed. Please contact the CESaME office at (805) 756-2403 if you have any questions.