History Day Reimbursement
Instructions and form

All receipts must be submitted in hard copy.

All receipts and documentation must be mailed by April 1, 2019 to receive reimbursement.

What is covered?
The Division of Social Sciences Admissions office will reimburse up to $500 for transportation costs – airfare, ground transportation (including from your home to your local airport/train/bus station) and/or private car mileage.

They cannot reimburse for incidentals and meals during travel. (e.g. coffee, meals during travel, etc. are at your personal expense.)

How will I be reimbursed?
Reimbursement will be issued in the form of a check sent to the address you indicate on your reimbursement form. It may take up to a month after we receive your receipts for reimbursements to be received in the mail.
If you have a foreign bank account and need a wire transfer, please let us know when you submit the reimbursement. We’ll need additional information.

Sharing cost with other schools
If you are visiting other schools in addition to your visit with us, we will share the cost with them. Please provide the information of the other schools you will visit and a contact person there to work out the shared cost. (A form is provided at the end of this document.)
Our business office will need a cost-comparison - a printout of how much it would have cost you to do a round-trip flight to Chicago vs. how much it will cost us to share the cost.
We cannot reimburse more than a round-trip flight would have cost for the Chicago leg of the trip.

If you make plans to visit another school after you’ve bought tickets to visit us, please note that airline ticket change fees are not reimbursable.

Documentation for Reimbursement

“Transportation” includes flights, train, bus, ferries, etc.

Flying: Please ask for a receipt for your flight at the airport or print it out before your flight from the airline. The receipt should show the cost of the flight and the method of payment (e.g. visa XXXX XXXX XXXX XXXX) and a $0 balance. An itinerary is not enough for reimbursement if it doesn’t show the method/completion of payment (emailed itineraries from Expedia or other online booking sites sometimes don’t contain the payment confirmation.) Only economy is reimbursable. We cannot reimburse for flights paid with miles.

Train/Bus: A receipt or ticket that shows the form of payment/completion of payment is necessary for reimbursement.

CTA/Metra: Write down the amounts paid for passes/fares and the dates used. If possible, print out a receipt/list of expenses or include ticket stubs.
Shuttle: Get a receipt showing the ride cost and form of payment.

Taxi: Ask for a receipt when leaving the taxi. Tipping is reimbursable so make a note of amount tipped.

Car Share: Print out receipt from car share app.

Personal Car: Provide a map/directions showing the mileage between your home and UChicago. (a map is necessary, the University cannot reimburse based on odometer mileage). **Do a price quote for a round-trip coach air ticket from your local airport at the time you would buy an airline ticket.** The University will reimburse the cost of mileage (58 cents per mile) as long as it's less than the cost of a coach air ticket. If it's a long drive to an airport, but a cheap ticket, you can also map the drive and figure that into the cost of flying.

Rental Car: A receipt for the rental car showing form of payment and receipts for any gas can be presented for reimbursement. The University cannot cover the cost of insurance on a rental car.

Travel Form

What do I fill out on the travel form?

Name, Mailing Address, departure and return dates, and the total of expenses.

Signature

Do not forget to sign the form. We cannot process reimbursements without the signature.

How do I turn in my receipts?

We need all reimbursement materials in hard copy. We cannot accept any documentation (including receipts) by email. If you have receipts that need to be printed from email, David Goodwine can assist you with printing on History Day.

If you have everything complete on History Day, you can drop off your forms and receipts with David Goodwine at the front desk in the History office. We'll have paper and tape available for you to tape any small receipts together.

If you still need receipts for reimbursement (cab ride to the airport, etc.), please keep all of your documentation together and mail it to us when you finish your trip. We regret that we cannot accept emailed forms/copies of documentation.

Please do not send incomplete packets or leave partial packets with the History office.

Mailing receipts for reimbursement:
David L. Goodwine Jr.
Department of History
The University of Chicago
1126 E. 59th St.
Chicago, IL 60637

An envelope will be in your History Day folder to use to mail your receipts. If you plan to mail your receipts, David can stamp the envelope for you on History Day.
History Day Multiple School Visit Form
(for visits where Chicago will be splitting expenses with other schools)

What we need/how we’ll reimburse: We’ll need your receipts AND a price comparison for a round-trip flight between your hometown and Chicago. When you book your flight to other schools, print out the cost for round-trip between Chicago and home as well. We can reimburse up to the cost it would have been for you to travel to Chicago, generally by splitting costs with other schools we are able to cover the cost of your trip to both schools completely.

Name:

Date of arrival in Chicago:

Date of departure from Chicago:

Name and location of school(s):

Dates of travel to/from other school(s):

Name and email of administrator coordinating travel at other school:

Please give details of the visit/travel plans (e.g. “I’m traveling from home to visit Princeton directly before Chicago, and Harvard directly after Chicago then returning home. I have a multi-leg ticket for all of the travel.”)
THE UNIVERSITY OF CHICAGO
TRAVEL EXPENSE VOUCHER

EMPLOYEE NUMBER / VENDOR NUMBER

NAME (30 CHARACTERS)

STREET ADDRESS LINE 1 (30 CHARACTERS)

STREET ADDRESS LINE 2 OR STREET ADDRESS / MAIL BOX NUMBER (30 CHARACTERS)

CITY STATE ZIP OR FOREIGN COUNTRY

ENTER BELOW THE INFORMATION TO APPEAR ON CHECK STUB

CHECK DESCRIPTION (29 CHARACTERS)

SEND VIA MAIL OR

PICK UP AT BURSARS

PHONE

(PhONe #:redquired)

DEPARTURE DATE

RETURN DATE

DESTINATION:

PURPOSE:

I CERTIFY THAT THE AMOUNTS GIVEN HEREIN REPRESENT ACTUAL BUSINESS RELATED TRAVEL EXPENSES AND ARE IN ACCORDANCE WITH THE CURRENT UNIVERSITY OF CHICAGO TRAVEL POLICY AND PROCEDURES. IF A COPY OF A RECEIPT HAS BEEN PROVIDED INSTEAD OF AN ORIGINAL, I FURTHER CERTIFY THAT I HAVE NOT AND WILL NOT BE REIMBURSED FOR THESE EXPENSES FROM ANY OTHER SOURCE.

SIGNATURE OF TRAVELER

Detail of expenditures:

Private car mileage: @ /mile $__________________

Rental car: $ ____________________

Transportation: $__________________

Parking, tolls, etc.: $__________________

Taxi fares, limos: $__________________

Baggage handling, storage: $__________________

Hotel / Motel: $__________________

Meals: $__________________

Business telephone: $__________________

Other: $__________________

EXPLANATION OF OTHER:

Total expenditures: $ ____________________

Less: Travel advance encumbrance no. T $ ( )

Balance owed to Traveler:

Excess of Advance to be deposited with Bursar:

(Use Form 133 and deposit to a/c 0-17817-1620 . . . attach copy of receipt)

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CONTACT PERSON

PHONE #

CAMPUS MAILING ADDRESS

AUTHORIZED BY: NAME DATE SIG. AUTH. NO. PHONE # FAX # AUTHORIZED BY: SIGNATURE
THE UNIVERSITY OF CHICAGO

WORKSHEET FOR TRAVEL EXPENSES

Traveler ___________________________ Date ___________________________

Purpose of travel: ______________________________________________________
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Explanation of Other: _______________________________________________________________________
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Please attach original receipts to Travel Expense Voucher for all expenditures of $25.00 or more. Original hotel bills and transportation tickets must be attached.