

Date: ___/___/___

Did you stay overnight? Yes No
If Yes: Where did you stay? Family Friends Hotel/Motel
How many nights did you stay? _____ [From _____ To _____]

If you were in a Hotel/Motel:
Did you share a room? Yes No
Were they WVU Employees? Yes No
What was the total of your bill? \$ _____
How did you pay for the room? Personal Credit Card
State Procurement Credit Card
WVU Foundation Credit Card
Cash
Check/Money Order

****Please provide a itemized print out from Hotel with all charges for entire stay and all receipts. This receipt needs to show a Zero (\$0.00) balance to be accepted.****

Did you receive any GRANTS for this trip? Yes No Fund Number _____

If Yes, please indicate the type of grant and the dollar (\$) amount:
 CCA Professional Activities Grant Amount of \$ _____
 Academic Affairs Faculty Development Grant (Foundation funding)
Amount of \$ _____
 Faculty Travel Grant (Foundation funding) Amount of \$ _____

Registration (Please obtain a receipt with the Name of the conference, Dates, and Amount paid)

Did you pay for Registration? Yes No Amount \$ _____

How did you pay? Personal Credit Card
State Procurement Credit Card
WVU Foundation Credit Card
Cash
Check/Money Order

What was the conference title or name of the event attended?

What were the dates of the conference/event? From _____ To _____

What was the name of the sponsor organization (if different from the conference/event title name)?

IF YOU ATTENDED MORE THAN ONE (1) CONFERENCE/EVENT DURING THIS TRIP, PLEASE BE SURE TO PROVIDE COMPLETE INFORMATION AND RECEIPTS FOR EACH SEPARATE EVENT

-- PLEASE --

Return all completed forms and your original receipts to the College of Creative Arts Business office within three (3) days of your return.

****Please make sure to keep a copy of everything submitted for your records.****

****If you have NOT received reimbursement from the state or university in the past please request and complete a NEW VENDOR form so you can be registered in the system.****

Traveler's Signature _____

Date _____