

**Prospective Graduate Student Travel Expense Detail**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Below is a listing of expenses I incurred due to my visit at the University of Kansas. I am submitting receipts to substantiate the amount claimed. My signature below indicates these expenses are true, correct, and not being reimbursed to me from sources outside of the University of Kansas.

*Note to preparer: Mileage rates are located at <http://procurement.ku.edu/mileage-reimbursement>*

Description of Expenses	Amount
<b>Total</b>	<hr/> <hr/>

\_\_\_\_\_  
Signature of Person Reimbursed      Date

\_\_\_\_\_  
University of Kansas Representative      Title