



TEXAS WOMAN'S UNIVERSITY™

ELLevate! Travel Reimbursement Request Form

Please email this form to [ellevate@twu.edu](mailto:ellevate@twu.edu) or fax it to (940) 898-2962.

After travel has occurred, please email this request, along with scanned copies of receipts, as a .pdf file to [ellevate@twu.edu](mailto:ellevate@twu.edu) or fax it to (940) 898-2962. Reimbursement will be made through TWU Financial Aid, and the method will be either TWU Bank Mobile Card or Direct Deposit, depending on the awardee's preference.

Full Name:
Travel Start Date: <span style="float: right;">Travel End Date:</span>
Name of Event (No abbreviations):
Location of Event: (Include City, State, Zip):
<b>Expenses</b>
<i>Provide actual expense amounts</i>
Airfare or mileage if driving:
Car Rental or mileage:
Hotel (incl. taxes):
*Meal per diem:
Registration/Fees:
Total Travel Expenses:
Total Amount Requested:
<i>By signing this document, you confirm that all information provided is truthful and accurate to the best of your knowledge, and you understand that all information listed in this request is subject to internal audit. Please note: the ELLevate! Travel Fund is designed to assist individual teachers and not to reimburse schools or Denton ISD.</i>
Applicant Signature: _____
Applicant Printed Name:
For Internal Use Only:

**\*Meal per diem Guidelines**

The meal per diem follows federal guidelines. Go to <https://www.gsa.gov/travel/plan-book/per-diem-rates> to look up current per diem rates. Use the Standard Rate if your destination city or county is not listed. The first and last calendar day of travel should be calculated at 75 percent of the daily per diem. (First & Last Day of Travel rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown>.)