

**YALE SCHOOL OF MEDICINE  
MEDICAL STUDENT TRAVEL EXPENSE REPORT**

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

First Name & M.I. \_\_\_\_\_

Class of: \_\_\_\_\_ NetID \_\_\_\_\_

Name of Conference: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

Location of Conference (City, State): \_\_\_\_\_

(as it appears in Workday): \_\_\_\_\_

Direct Deposit set up? YES NO

**You may scan original itemized receipts and send all documentation via email. Please note receipts older than 120 days will not be reimbursed. When using personal funds to purchase airfare, conference fees, etc., that require booking in advance, please submit the receipts as the expenses are incurred. Please submit the Expense Report together with the receipts to Office of Student Research *within 10 days after your trip*.**

Date on Receipt	Transaction Description	Transport Expenses	Lodging Expenses	Meal Expenses	Misc. Expenses	Total Amount of Expenses
	Major Mode of Transportation					
	Lodging					
	Conference Registration Fees					
Total Amount of Expenses						

<b>Traveler's Signature</b>	<b>Date</b>
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<b>Office Use Only</b>
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| <p><b><u>Expenses requiring Receipts:</u></b></p> <ul style="list-style-type: none"> <li>• Airfare: Airline Passenger Receipt Coupon</li> <li>• Lodging: Itemized folio from hotel listing your credit card charges</li> <li>• Meals: Itemized meal receipts are required</li> </ul> |
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