

MONTGOMERY COLLEGE	EAP-RELATED REIMBURSEMENT REQUEST FOR LONG DISTANT TRAVEL FUNDS		
<p>This form is to be used to obtain reimbursement for travel funds that were reserved and affiliated with an Educational Assistance Plan (EAP expense). Only submit this form after the travel has been completed and attach all appropriate receipts. NOTE: Maximum reimbursement cannot exceed \$1,225.00 in FY18.</p>			
Print Name: _____	MC ID NUMBER M _____		
Name of Event & Dates: _____			
SIGNATURES			
_____ Requester	_____ Date	_____ HRSTM Acct. Manager	_____ Date
Room (<i>Original Receipt Required</i>)	\$ _____	ACCOUNT MANAGER'S APPROVAL REQUIRED PRIOR TO REIMBURSEMENT.	
*Air, Bus, or Fare (<i>Ticket Receipt Required</i>)	_____		
*Private Transportation (<i>Total # of Miles</i>)	_____		
Local Transportation (<i>Airport limo, taxi, etc. - Original Receipt Required</i>)	_____		
Meals (<i>Original Receipt Required</i>)	_____		
Other - Provide details	_____		
TOTAL	\$ _____	REFER TO SECTION 65001CP IN THE POLICIES & PROCEDURES MANUAL REGARDING REIMBURSEMENT.	
*NOT TO EXCEED COST OF COACH FARE			

Forward the completed form along with original receipts taped neatly in preparation for processing to HRSTM.