

Date:

To: (Name of person who will be processing TABER)

From: (Name of person asking for reimbursement)

Re: Reimbursement for Travel Expenses

As per our conversation, I am requesting reimbursement for my travel expenses incurred as (insert reason for reimbursement - keynote speaker, candidate travel, etc) on (dates). Following is a brief description of my expenses:

(These are some examples)

Airfare - roundtrip Newark/Chicago \$433

Meals – breakfast/lunch on (date) \$21.24

Taxis – from Newark airport to hotel \$25

I authorize the appropriate party within Rutgers University Libraries to sign the original Travel and Business Expense Report which will be submitted for payment.

Best Regards,

(original signature must appear on request)

Name