

## Getting Reimbursed for Travel Expenses

In order to expedite your travel reimbursement request, please follow these requirements:

- 1) Please provide your new Penn State ID number (for PSU employees only).
- 2) Where would you like us to send your check?
- 3) Sign the travel reimbursement form.
- 4) Provide original receipts for hotel, car rental, etc. We *cannot* accept photocopies or itineraries.

Send your form and receipts to:

Sue Confer  
103 Armsby Building  
Dept AERS  
University Park, PA 16802  
(814) 863-5306

Please note we have very few people in the front office now and following these requests will make life easier for Sue!

Thanks,

Ken Bailey