



Visitor's Travel Expense Form
 for
The Municipal CFO Forum

April 25-26, 2019
 The Mayflower Hotel
[1127 Connecticut Avenue NW](http://www.mayflowerhotel.com)
 Washington, DC 20036

Requestor's Name: _____

Date: _____

Make check payable to: _____

(Home) Mailing Address: _____

Purpose of Travel: _____

Note: If reimbursing an organization or institution, please submit an invoice to the University of Chicago listing all expenses and include copies of the receipts. Please send to Harris Public Policy (harris-events@uchicago.edu).

Detail of Expenditures:

Date	Meals	Transportation	Lodging	Miscellaneous	Amount
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
				Total:	\$



I certify that the amounts given herein represent actual business-related travel expenses and are in accordance with the current University of Chicago travel policy and procedures (see page 2). If a copy of a receipt has been provided instead of an original, I further certify that I have not and will not be reimbursed for these expenses from any other source.

Signature: _____

Date: _____

Travel Policy

Air Travel:

For airfare expenses to be reimbursed, travel must be booked in economy class. The University of Chicago REQUIRES AN ITINERARY RECEIPT INDICATING METHOD OF PAYMENT for reimbursement.

Lodging:

Please save all receipts for reimbursable expenses, and request an invoice from the hotel that reflects a “zero” balance. Receipts and invoice can be sent to Harris Public Policy and will be submitted for reimbursement.

Ground Transportation:

Please submit taxi, shuttle, or public transportation receipts to Harris Public Policy for reimbursement.

Submission Procedure

Please submit a completed Travel Expense Form and all copies of receipts*, no later than **May 15, 2019** to:

Harris Public Policy
harris-events@uchicago.edu

Or mail to:

Ross Drummond
Assistant Director of Events
Harris School of Public Policy
The University of Chicago
1307 E. 60th Street, 208
Chicago, IL 60637
(773) 834-4039

*The Travel Expense Form and receipt copies under \$75 may be scanned and sent via email to harris-events@uchicago.edu. Expenditures above \$75 require submission of original receipts and can be mailed to Ross Drummond at the address above, with the exception of hotel and airfare receipts. Emailed or scanned copies of hotel and airfare receipts are accepted.



Additional Information

Specific to: CFO Forum – April 25 & 26, 2019

Harris Public Policy will cover the cost hotel rooms, airfare, and transportation to and from the airport. If you are local and driving to the event, we will also reimburse your parking fees. Participants are responsible for any other charges, including incidentals. Additional notes include:

- **Hotel:** We have secured a block of hotel rooms at The Mayflower Hotel, which also serves as the forum venue. You may make reservations by calling 202.347.3000 or by visiting <https://book.passkey.com/e/49879020>.

Please reserve your room by **Thursday, March 28, 2019** in order to receive the negotiated rate.

- **Airfare & Transportation:** Visitors are asked to booking their own airfare arrangements, however, Harris Public Policy will reimburse you for your **non-refundable economy class ticket** and transportation to and from the airport, or car mileage.

As a reminder: *Please save all event-related receipts. Items without receipts cannot be reimbursed.*