

# Travel Reimbursement Requests for Lecturers

**UIC** UNIVERSITY OF ILLINOIS  
AT CHICAGO  
Department of English  
University Hall 2027  
601 South Morgan St. (MC 162)  
Chicago, IL 60607

Date:

Name:

UIN:

Dates of Travel:

Conference Attended:

Paper Presented:

Amount of Reimbursement Requested:

**PLEASE ATTACH TRAVEL ITINERARY AND RECEIPTS**  
*Return to Amy Liu in the English Department (UH2019)*

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For office use only:

Comments:

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Amount of Reimbursement Given:

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Approved Department Head: \_\_\_\_\_

*Signature*

Date: