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Office of the Dean of Students

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SAFC Student Travel Reimbursement Addendum

This document is designed to be an addendum to the SAFC Reimbursement Request form when travel is being requested.

This form is a fillable PDF. You must fill it out on your computer before printing. Forms filled in by hand will be returned to the submitter unprocessed.

Section 1 – Organization completes this section and submits to address provided above with the SAFC Reimbursement Request Form

Organization Name

Event Information

Start Date End Date Location (city and state)

Description

Attendee Information (list all attendees)

Name	NetID	Name	NetID	Name	NetID
1.		11.		21.	
2.		12.		22.	
3.		13.		23.	
4.		14.		24.	
5.		15.		25.	
6.		16.		26.	
7.		17.		27.	
8.		18.		28.	
9.		19.		29.	
10.		20.		30.	

Transportation Expenses (complete if seeking reimbursement for transportation)

Mode of Transportation If "other", describe Total miles

List drivers and number of passengers for personal or rental vehicle

Type	Driver	Passengers	Type	Driver	Passengers

Lodging Expenses (complete if seeking reimbursement for lodging)

Duration of Stay (number of nights) Number of Rooms Total Number of Students Staying in Rooms