

## Request for Travel Reimbursement Form for the NJHPG

To facilitate attendance at planning group meetings, the New Jersey HIV/AIDS Planning Group (NJHPG) provides reimbursement for travel to and from meetings for eligible NJHPG members and alternates. Cab fare, train fare and bus fare will be reimbursed with original ticket stubs or receipts. Mileage for individuals driving to meetings will be reimbursed at 0.31 per mile. Tolls will be reimbursed with original receipts or printed EZPass statements. (Note: Mileage is reimbursed as point-to-point mileage between your home address (or starting point) and the location of the meeting. Mileage is checked against Mapquest for verification).

To request reimbursement, NJHPG members or alternates must complete this form and submit it (with original receipts) to Rutgers staff within 60 days of the travel date. **Attach ALL receipts, place a (✓) in receipt enclosed column, and sign your name at the bottom of this form. If you do not provide original receipts, the expense will not be paid.** Please allow four to six weeks for processing. You will receive a check in the mail to the address provided below.

Name: \_\_\_\_\_ Complete Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Date of Meeting	Name of Meeting	Traveling from and traveling to	If by car, roundtrip # of miles	If by public transport, total costs	Total for Tolls	Parking	Receipts Enclosed	TRAVEL TOTAL
<i>Example: 06/01/06</i>	<i>Main Meeting</i>	<i>Newark / New Brunswick</i>	-----	<i>train = \$14.00 taxi = \$6.50</i>	-----	-----	✓	\$20.50

Signature: \_\_\_\_\_

**Forms may be faxed, mailed or submitted in person to:**

NJHPG • c/o HIV Prevention CPSDI • Rutgers, The State University of New Jersey • 3 Rutgers Plaza, ASB III • New Brunswick, NJ 08901

Telephone Number: (848) 932-4191 • Fax Number: (732) 932-3357

Travel Reimbursement Forms and the Rutgers Travel Policy are also available on the NJHPG website: <http://hpcpsdi.rutgers.edu/>