



**UNIVERSITY OF AKRON RESEARCH FOUNDATION
CHECK REQUEST FOR TRAVELING EXPENSES**

Account name: _____

Account number: _____

Date: _____

Check payable to (name):

Check sent to (address): _____

Mark above if check will be picked up at the UARF Office, GDYR 312. In lieu of address, indicate name and phone number of person to contact when check is ready for pick-up.

Date(s)	Travel Performed from Point of Origin to Destination	Purpose or Reason (name of conference)	Hour of Departure and Return	Per Diem	Map Mileage	Vicinity Mileage	Other Expenses	
				\$			\$	
Required: I am <input type="checkbox"/> am not <input type="checkbox"/> covered by personal vehicle insurance. Name of insurance company: _____						Miles		
Note: All supporting documentation must be attached.						@ /Mile	TOTAL	
				\$	\$	\$	\$	
							Less Advance Received	()
							Net Amount Due	\$

Payee: I hereby certify that 1) the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties, 2) attendance at a conference or convention was directly related to official duties of the agency, 3) any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim, 4) and that this claim is true and accurate in every material way.

It is the responsibility of the initiator to obtain all required approvals in the area provided below. By signing below, you jointly and severally certify that this expenditure has been or will be used for the research-related purposes for which this account was established.

Payee Signature: _____ Title: _____ Total amount of check: \$ _____

Initiator name _____ Date _____ Authorized signature _____ Date _____ Dean/Chair/Supervisor (if required) _____ Date _____

EXPENSES

Travel and Per Diem The use of UARF funds for all types of transportation, food, rooms, and related expenses. The payment must be for the direct support of the University.

Supplies The purchase of supplies (excluding books and journals) material and non-capital (less than \$500) equipment. The supplies must be for consumption by the University.

Community Relations The use of UARF funds for dinners, receptions, rental of halls, etc. The payment must be for the direct support of the University.

Dues, Conferences, and Seminars The use of UARF funds for conferences, educational seminars, conventions, payment of dues, etc. The payment must be for the direct support of the University.

Services The purchase of an activity (excluding employment, travel and development expenses) of benefit for the University. The payment must be for a service in direct support of the University.

Books and Journals The use of UARF funds to purchase books, journals, periodicals and similar publications. All publications must become the property of the University.

Other Expenses The use of UARF funds for the direct benefit of the University excluding expenditures for travel, per diem, development services, supplies, books, journals and grants.

Equipment The use of UARF funds to purchase capital equipment (more than \$500). Equipment must become the property of the University.