Travel Reimbursement Checklist for Visitors to the University of Virginia

Before you travel as a visitor to the University of Virginia, please review the instructions below and contact the Economics Business Administrator, Joe Earhart with questions.

- jie4b@virginia.edu
- 434-924-6590

1) You must first register as a vendor or update an existing profile with UVa so that your reimbursement can be processed. Please complete the Vendor Registration Form following the directions in the section entitled “To Register as a New Vendor at UVA”.
   http://www.procurement.virginia.edu/pagevendorformsvlist

2) Within 30 days of your completed trip, please submit your:
   - Completed Travel workbook (attached along with this checklist)
     - Please complete what you can and sign and date at the bottom. We will review and make adjustments as necessary.
     - The per diem rate for Charlottesville is $56/day, meals provided must be subtracted.
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3) Mail the original receipts and signed Travel Workbook to:

   University of Virginia
   Department of Economics, Monroe Hall
   P.O. Box 400182
   Charlottesville, Virginia 22904-4182