

# UND Transportation Reimbursement Request

**Voyager Card in the vehicle should be used for all expenses related to the vehicle (i.e. fuel).**

**If card was not used, complete form to reimburse traveler.**

UND Employee

Student

Name

EMPLID

Address

Work Phone

Dept Name

Dept Contact

Dept Phone

Amount to  
Reimburse

Date of Expense

SF #

Merchant  
Name

Explanation  
why Voyager  
Card was not  
used

Traveler Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach Original Receipt(s) and submit to:

UND Transportation  
3925 Campus Road Stop 9030  
Grand Forks, ND 58202-9030