



College of Journalism and Mass Communications  
University of Nebraska-Lincoln

# Student Travel Cover Sheet

CoJMC-Sponsored Travel

A Student Travel Cover Sheet must be attached to all receipts submitted for reimbursement to the Dean's Office. You must prepare a new cover sheet for each trip.

**Name:** \_\_\_\_\_

**NUID:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*You must use your huskers.unl.edu email address*

**Trip Start Date:** \_\_\_\_\_

**Trip End Date:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

## Type of Travel:

**CoJMC-Sponsored Travel**

**Professor:** \_\_\_\_\_

**Class/Program:** \_\_\_\_\_

**Student Travel Grant**

## Additional Comments:

Arrange all receipts in chronological order and attach to the cover sheet. Place documents in Ruth Polacek's mailbox in 147 Andersen hall.