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.