

# Airfare Reimbursement Application

**You may request reimbursement for the following travel expense:**

<Roundtrip Airfare>

- Airfare must be the “lowest logical airfare” available at the time of booking. If anything above economy is reserved, only the cost of the economy fare will be reimbursed.
- The definition of “lowest logical airfare” is the least expensive, non-refundable fare with the minimum number of stops at the time of booking.

**When submitting receipts for reimbursement, please be sure to complete this form along with the following:**

- All original receipts
- Proof of payment such as:
  - Receipt received that shows cash or credit card payment
  - Credit Card or bank statement that shows the expense

Please fill out the form legibly in order to expedite processing of your claim, please provide as much information as possible. Complete ALL sections.

## Section A. Passenger Information

- Name of passenger: \_\_\_\_\_
- Email : \_\_\_\_\_ • Phone: \_\_\_\_\_
- Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Section B. Ticket Information

- Amount Paid(Total) \$ \_\_\_\_\_ Date \_\_\_\_\_
- Payment Method:  Cash / Check  Credit Card – Type: \_\_\_\_\_
- Place of Purchase:  Airport  Travel Agency : \_\_\_\_\_  Other: \_\_\_\_\_
- Ticket Number : \_\_\_\_\_ • Date of Issue: \_\_\_\_\_

Airline & Flight #. \_\_\_\_\_ Itinerary: from \_\_\_\_\_ to \_\_\_\_\_ Date: \_\_\_\_\_

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Airline & Flight #. \_\_\_\_\_ Itinerary: from \_\_\_\_\_ to \_\_\_\_\_ Date: \_\_\_\_\_

\*OUEL will pay it up to \$ 1,000 per person and the remaining cost should be paid by student.

\*The fees will be reimbursed while you are in Japan.

\*If it is under a \$1,000, we will pay the equivalent amount.

**Signature of Passenger :** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please e-mail this complete form and receipts as a single PDF file to: [kokusai@keiho-u.ac.jp](mailto:kokusai@keiho-u.ac.jp) once payment has been made and submit it when you come to OUEL, Japan.