

**MIAMI UNIVERSITY  
REQUEST FOR REIMBURSABLE SPOUSAL TRAVEL**

Faculty and staff whose spouses are asked to travel on University business, at University expense, should have this form completed and approved prior to travel. The form serves to document the business purpose of the trip in accordance with University and Internal Revenue Service.

\_\_\_\_\_  
Name/Title (Please Print)

\_\_\_\_\_  
Spouse's Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Campus Telephone Number

\_\_\_\_\_  
Travel Dates/Location(s)

\_\_\_\_\_  
University Account Number

Business Purpose of Spouse's Attendance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Required Approval Signature\*

\_\_\_\_\_  
Approval Name (Please Print)

\_\_\_\_\_  
Date

\* If Faculty/Staff- Provost or appropriate Vice President; If Provost, Vice President or direct unit report Presidential - President