

Round Trip Travel Reimbursement Form

I am requesting reimbursement in accordance with the Round-Trip Travel clause contained in my signed agreement for my assignment at _____.

I traveled round-trip:

From: _____

To: _____

Total miles traveled: _____

By signing below, I certify that all information provided herein is true, accurate, and complete, and that the round-trip travel described was undertaken solely in furtherance of official assignment duties. I further certify that this reimbursement request complies with the applicable policies and guidelines set forth in IRS Publication 463. For a complete reference of the governing tax regulations, employees are encouraged to review IRS Publication 463 in full by visiting <http://www.irs.gov/pub/irs-pdf/p463.pdf>.

Full name: _____

Signature: _____

Date: _____

To ensure prompt processing of your request, please submit a completed copy of this form to your assigned Worldwide recruiter via email.