

## MEST Travel Claim Worksheet

**Did you travel internationally? You MUST make sure that the information on this sheet matches the information you submitted to the Office of Study Abroad. If you need to update your original registration, please email [intltrav@uark.edu](mailto:intltrav@uark.edu)**

Please forward your travel arranger any approvals emailed to you; the Study Abroad does not share information automatically with the rest of the travel system.

### Travel Information

Traveler Name \_\_\_\_\_ Campus Address \_\_\_\_\_

Purpose of Trip \_\_\_\_\_  
 \_\_\_\_\_

### Travel Legs

Departure Date <small>MM/DD/YYYY</small>	Time <small>H:MM AM/PM</small>	Departing From <small>City/State or City/Country</small>		Destination <small>City/State or City/Country</small>	Means of Travel <small>(select primary)</small>
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		

**Trip Ended**  
(MM/DD/YYYY HH:MM)

### Information for your Travel Arranger (please provide details)

**Did anything unforeseen happen during your trip that will need to be explained/justified to the Travel Office?**  
Example: Flight cancellation resulting in extra night in a hotel, etc. \_\_\_\_\_

**Did you receive any special permissions from the Travel Office prior to your trip that should be included?**  
Example: Authorization to use a different travel agency, etc. \_\_\_\_\_

**Additional comments/information:**  
 \_\_\_\_\_

Please deliver your **itemized original receipts** to the Middle East Studies office within 5 working days of the end of your trip.

**Thank you!**