



RTP Travel/Personal Property Reimbursement Coversheet
(Required for any RTP reimbursement submitted after Jan 1, 2020)

For Individual Traveler/Individual Whose Property is Being Used

Individual Full Name: _____

**Month and Year of Travel and/or
Use of Personal Property:** _____

**Reason for Travel/Use of Personal
Property Included on this Request:** _____

**Individual Signature
Verifying Information on this Request:** _____

Date of Signature: _____

For Organization Official (from Organization Holding RTP Award)

**Name of Organization Holding
RTP Award:** _____

Year of RTP Award: _____

**Official's Signature from Org Holding
RTP Award to Certify Information:** _____

Date of Signature: _____

Instructions:

- » Use this Cover Sheet to verify and certify information provided on the RTP Travel/Personal Property Reimbursement Form. A completed Cover Sheet and Reimbursement Form must be included on a reimbursement request when claiming travel costs or use of personal property as expenses or match.