

DOMESTIC TRAVEL REIMBURSEMENT WORKSHEET

Rev. 08/05

Submit completed form along with all original receipts to your travel processor.

Name: _____ Date: _____

UC Employee: yes no U.S. Citizen: yes no Employee ID#: _____

Payment Handling: Campus Mail to Dept. US Postal Service Address: _____
 Call ext. _____ when ready

Email Address: _____ Extension: _____

Account to be Charged: _____

Purpose & Destination of Trip: _____

Did you obtain any Travel Advances for this trip? no yes If yes, total amount: \$ _____

Initial Departure Location: _____ Initial Departure Date: _____ Time: _____

Number of Personal Days taken: _____ Final Arrival Date: _____ Time: _____

MEALS

Total actual amount spent on meals for entire trip: _____ \$

LODGING*

| | Location | No. of Nights | Rate | Tax | Other |
|----|----------|---------------|----------|----------|----------|
| 1) | _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| 2) | _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| 3) | _____ | _____ | \$ _____ | \$ _____ | \$ _____ |

Did you share a room? yes no If so, with whom? _____

TRANSPORTATION

Airfare*: \$ _____ Rental Car*: \$ _____ Rental Car Gas: \$ _____ Train: \$ _____

Taxi: \$ _____ Bus: \$ _____ Other (explain): \$ _____

Private Car Mileage: _____ License Plate #: _____ Check here to confirm your liability insurance

MISC. EXPENSES

Parking: \$ _____ Tolls: \$ _____ Baggage Fees: \$ _____ Phone/Fax: \$ _____

Registration*: \$ _____ Other (explain): \$ _____

COMMENTS: _____

SIGNATURES

I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense of \$75 or more, as required by University policy.

Traveler's Signature Date

* Original receipts required for all airfare, rental car, lodging, registration fees, or intercity transportation (SB Airbus, Amtrak). Receipts not required for meals, local bus/taxi, rental car gas, or any other misc. expense less than \$75 per incident.