

# Travel Reimbursement Request

*(Original receipts are required)*

NAME OF TRAVELER: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

TOTAL REIMBURSEMENT: \$ \_\_\_\_\_

Travel Store \_\_\_\_\_

**Please check one of the following:**

- US Citizen
- Foreign Visitor (Provide copies of **a**) Visa; **and b**) I-94 (front & back)
- Permanent Resident (Provide a copy of your Resident Alien Card)

Traveler \_\_\_\_\_

Corp Card \_\_\_\_\_

Purpose and Destination of Trip (i.e. Name of Conference, institution): \_\_\_\_\_

Travel Begin/End Dates/Times: start on \_\_\_/\_\_\_/\_\_\_ @ \_\_\_ am/pm, to \_\_\_/\_\_\_/\_\_\_ @ \_\_\_ am/pm

Are you requesting or did you receive any **advances**? If so, please list.

Airfare: \$ \_\_\_\_\_ Hotel: \$ \_\_\_\_\_ Per Diem: \$ \_\_\_\_\_ Registration: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

**Airfare** Amount \$ \_\_\_\_\_ Attach original ticket receipt & proof of payment. Ticket # \_\_\_\_\_

**Hotel** Amount \$ \_\_\_\_\_ Attach receipt(s) include **itemized folio** and show proof of payment.

**Meals** # of day's \_\_\_\_\_ Per Diem/M&IE Rate \$ \_\_\_\_\_ Maximum Allowed \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Please fill out the table below with the actual amount spent per day on meals. (Include receipts when requesting max per diem.)

Date:							
Amt Spent:							

**Conference Registration:** Amount \$ \_\_\_\_\_ Please attach receipt(s)

**Car Rental:** Amount \$ \_\_\_\_\_ Please attach receipt(s) showing payment, and rental agreement number & mileage

**Mileage:** # of miles \_\_\_\_\_ *If personal car was used, do you have Liability Insurance? \_\_\_Yes or \_\_\_No* Mileage Amount \$ \_\_\_\_\_

**Other Expenses:** List date and description and provide receipts: **Rate for travel in 2018: 54.5 cents/mile**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Host/PI Name: \_\_\_\_\_ Budget Code/  
KFS #: \_\_\_\_\_

COMMENTS/ADDITIONAL NOTES: \_\_\_\_\_

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, that I have attached original receipts as required by UC Policy and understand the [Privacy Notification](#).

**Traveler's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PI Approval Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Submit to: \_\_\_\_\_