

Travel Reimbursement Request

(Original receipts are required)

NAME OF TRAVELER: _____ UCI Employee ID# _____
 Mailing Address: _____ Or if Visitor, Social Security# _____
 _____ E-mail Address: _____

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)

TOTAL REIMBURSEMENT: \$ _____

Travel Store _____

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 2017: .535 cents/mile**
Rate for travel in 2016: 54 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: _____