

# TRAVEL REIMBURSEMENT REQUEST (version 7/1/08)

Original Receipts must be provided within 7 days of completion of travel,  
and for all costs to be reimbursed (air, ground transportation, hotel, meals, registration fees, etc.).

Request Date: \_\_\_\_\_

Provide appropriate Payee ID info: Employee ID for employees;  
Student ID for students; SS#/Tax ID for Individuals with no UC  
affiliation and Vendors.

**CONTACT INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Empl ID/Student ID \_\_\_\_\_  
SS#/Fed Tax ID: \_\_\_\_\_

Is traveler a U.S. citizen?  Yes  No

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**TRIP INFORMATION**

If reporting foreign currency costs below, please identify: \_\_\_\_\_

Trip Purpose: \_\_\_\_\_  
\_\_\_\_\_

Depart From: \_\_\_\_\_

Destination: \_\_\_\_\_

Depart Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_

Return Time: \_\_\_\_\_

**TRANSPORTATION EXPENSES**

Airfare \_\_\_\_\_

Ticket stub/ticketless itinerary must be provided for airfare expenses.

Was CTS used to pay for airfare?  Yes  No

If Private Vehicle was used, provide:

Vehicle License Plate No. \_\_\_\_\_

Does vehicle have liability insurance?  Yes  No

Ground Transportation \_\_\_\_\_

Total Mileage \_\_\_\_\_ miles

(Train/Car Rental/Shuttle/Taxi; please identify)

New rate: 58.5 cents/mile (effective 7/1/2008)

Old rate: 50.5 cents/mile (valid through 6/30/2008)

**MISCELLANEOUS EXPENSES**

Parking \_\_\_\_\_ Other (Explain) \_\_\_\_\_

Reg Fees \_\_\_\_\_

**DAILY EXPENSES**

Fill in daily expenses in table below (use add'l table in attached worksheet, if needed--see tab below labelled "More Daily Expenses").  
Original receipts must be provided for costs listed below. Lodging invoices must show a zero balance or be marked paid in full (failure to  
provide a zero-balance hotel statement will result in delayed processing).

**Maximum Meal Allowances for Domestic Travel:** Travel less than twelve (12) hours = \$0 (no reimbursement)  
(new rates effective 10/1/06) Travel more than twelve (12) hours but less than 24 hours = up to \$42  
Travel more than 24 hours but less than 30 days = up to \$64/day

**Maximum Meal & Lodging Allowances for Foreign Travel** vary from region to region; rates are determined by the U.S. State Department. Contact  
the BSO prior to your trip for per diem rates; this information will help you plan your trip and ensure full expense reimbursement. University policy  
prohibits reimbursements over established per diem rates.

Date							
Breakfast							
Lunch							
Dinner							
Lodging							

**Certification by Traveler (Traveler's Signature is Required):**

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 as required by University and departmental policy.

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

**Acct Name/Fund Source** \_\_\_\_\_

**Approval Signature** \_\_\_\_\_