

FOREIGN 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: \$ _____

TRAVEL ITINERARY (Please provide arrival and departure dates/times for each foreign destination)

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

	Location	Arrival Date	Arrival Time	Departure Date	Departure Time
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____

Final Arrival Location: _____ Final Arrival Date: _____ Time: _____

Number of **Personal Days** taken: _____

PER DIEM (MEALS & LODGING)

Are you claiming per diem meals? yes no -or- Actual Amount \$ _____

Are you claiming per diem lodging? yes no -or- Actual Amount** \$ _____

**You must provide original receipts for lodging if you are claiming "actual" rather than per diem.

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*: \$ _____ Foreign Exchange Fees: \$ _____ 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, registration fees, or intercity transportation (SB Airbus, Amtrak). Receipts not required for per diem (meals and lodging**), local bus/taxi, rental car gas, or any other misc. expense less than \$75 per incident.