Domestic Travel Reimbursement Request Checklist & Fact Sheet

Please use the following checklist and fact sheet to assure you have all required documentation needed for the Department to quickly and efficiently process your travel reimbursement request:

☐ Completed Travel Approval Form with traveler and PI’s wet signature

☐ Completed Domestic Travel Reimbursement Worksheet with traveler’s wet signature
  o Must report actual expenses in US dollars

☐ Completed Meal Log
  o Must report actual expenses
  o Not to exceed $62/day

☐ Original, itemized receipts with proof of payment are required for:
  o Lodging- not to exceed $275/night, must show nightly rate, tax, and any other charges
  o Airfare- must show itinerary and economy class airfare
  o Rental Car- UCSB contracted agency (e.g. Hertz, Enterprise), up to intermediate class
  o Bus- shuttle services (e.g. SB Airbus) require an original receipt
  o Taxi- in excess of $75/incident
  o Conference Registration

Helpful hints and reminders for preparing your travel reimbursement packet:

 o A receipt is any document that contains the following five IRS-required elements:
   o Name of vendor (person or company you paid)
   o Transaction date (when you paid)
   o Detailed description of goods or services purchased (what you bought)
   o Amount paid
   o Form of payment (how you paid – cash, check, or last four digits of credit card)

 o If your receipt does not meet the criteria listed above, a credit card statement, that clearly shows your name, transaction date and total expense, can be submitted to help support the insufficient receipt.

 o Travel "packages" offered by Internet vendors (e.g. Expedia) typically do not include itemized expenses. Therefore, no business-related travel should be booked through such vendors unless the traveler has confirmed that each aspect of the package will be separately itemized.

 o Travelers are expected to use car rental agencies with which the University has systemwide contracts that include insurance coverage. Additional charges for rental car insurance coverage will not be reimbursed if a non-contract agency is used.

Please visit the CAO, HFH 4155, if you have any questions regarding your reimbursement request. Thank you!