

# DOMESTIC 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: \$ \_\_\_\_\_

Initial Departure Location: \_\_\_\_\_ Initial Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of Personal Days taken: \_\_\_\_\_ Final Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_

## MEALS

Total actual amount spent on meals for entire trip: \_\_\_\_\_ \$

## LODGING\*

	Location	No. of Nights	Rate	Tax	Other
1)	_____	_____	\$ _____	\$ _____	\$ _____
2)	_____	_____	\$ _____	\$ _____	\$ _____
3)	_____	_____	\$ _____	\$ _____	\$ _____

Did you share a room?  yes  no If so, with whom? \_\_\_\_\_

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