## DOMESTIC TRAVEL REIMBURSEMENT WORKSHEET Submit completed form along with all original receipts to your travel processor

Name:		Date:				
SS#/Employee ID#:		IIC Emp	UC Employee:Yes No			
Address:	LLC Citi	LLC Citizan: Vac. No.				
		City of R	esidence: _			
Phone:		\/ondor II	O (if known)	):		
E-mail Address:		Home Campus:				
Account to be charged:					_	
Purpose of Travel:						
Destination:					_	
Initial Departure Date:						
Initial Departure Time:						
Did you obtain a Travel	Advance for this t	rip? No	Yes	Amount: \$		
Was there any personal ti	me during this trip?	No Yes From:		To:		
MEALS AND INCIDENTA	AL EXPENSES (LIS	ST ACTUAL EXPE	ENSES ON	PAGE 2)		
Actual amount spent on n	neals listed on daily	log. You may clai	m up to \$6	2 per day. Amount: \$		
There is no per diem for	Domestic (See pa	age 2 for daily lo	<b>j.</b> )			
LODGING						
Did you share a room? Ye	es No	If so, with whom	?			
Number of nights:	Rate: \$	Tax: \$	Othe	er: \$		
Number of nights:	Rate: \$	Tax: \$	Other: \$			
Number of nights:	Rate: \$	Tax: \$	Other: \$			
TRANSPORTATION						
Airfare: \$	RT Paid for by:	Credit Card	_ Charge	d to Department		
Private Car Mileage:	License Plate	e #:	Check here to confirm your liability ir		surance	
Rental Vehicle: \$	Rental Ve	hicle Gasoline: \$_		_ UC Vehicle: Yes No		
Taxi/Bus: \$	Train: \$	Other: \$				
MISCELLANEOUS						
Registration: \$	Tele/Fax/Interne	et: \$ Pa	rking: \$	Other (explain):		
\$						
Comments:						
SIGNATURES						
I certify that the above is a true statement, by me on official University business on t original receipts for each expense of \$75 or	he dates shown, and that I have a	attached				
TRAVELER'S SIGNATURE DATE		_				

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## **MEALS AND INCIDENTALS**

Please indicate by date the actual amounts spent for Breakfast, Lunch, Dinner, and any Incidentals. Please keep in mind that the allowed Maximum is \$62.00 for each 24-hour period (domestic rate). Foreign rate will vary depending on city and country.

## **ACTUAL EXPENDITURES AS REQUIRED BY G-28 Travel Regulations:**

- Subsistence Expenses (starts page 25)
- Reporting Travel Expenses (starts page 41)

Date	Breakfast	Lunch	Dinner	Incidentals	Daily Total