

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
 - Must report actual expenses in US dollars
- Completed **Meal Log**
 - Must report actual expenses
 - Not to exceed \$62/day
- Original, itemized receipts** with **proof of payment** are required for:
 - Lodging- not to exceed \$275/night, must show nightly rate, tax, and any other charges
 - Airfare- must show itinerary and economy class airfare
 - Rental Car- UCSB contracted agency (e.g. Hertz, Enterprise), up to intermediate class
 - Bus- shuttle services (e.g. SB Airbus) require an original receipt
 - Taxi- in excess of \$75/incident
 - Conference Registration

Helpful hints and reminders for preparing your travel reimbursement packet:

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