

# Electrical & Computer Engineering

## Domestic Travel Reimbursement Request Checklist & Fact Sheet

Please review the following information for all necessary documentation the Department needs to efficiently process your reimbursement request. Requests should be submitted within **45 days of travel**:

Completed [Domestic Travel Reimbursement Worksheet](#)

- Must report actual expenses in US dollars

Completed [Meal Log](#)

- Must report actual expenses for the costs related to your own travel
- Not to exceed \$79/day
- Entertainment (group meals) should be noted separately

**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
- Bus- shuttle services (e.g. SB Airbus) require an original receipt
- Taxi- in excess of \$75/incident
- Conference Registration

If you will be reimbursed by SEED funding (402530-199XX), then complete and submit the [Travel Approval Form](#) with traveler, PI and Department Chair's DocuSign signatures **BEFORE** traveling.

### 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, the CAO office will contact you for additional documentation.*

**Travel "packages"** offered by third party vendors (e.g. Expedia, Booking.com, etc.) typically do not include itemized expenses. Therefore, it is strongly not recommended that business-related travel be booked through such vendors.

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.

**Questions? Please visit the CAO Office in HFH 4155, email [cao-reimbursements@ece.ucsb.edu](mailto:cao-reimbursements@ece.ucsb.edu), or review the CAO website (<https://www.ece.ucsb.edu/department-resources/cao>). Thank you!**