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, or review the CAO website (https://www.ece.ucsb.edu/department-resources/cao). Thank you!

* Booking via third party sites is strongly not recommended