

Electrical & Computer Engineering

Domestic Travel Reimbursement Request Checklist & Fact Sheet

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

☐ Completed [Domestic Travel Reimbursement Worksheet](#)

☐ Completed [Meal Log](#)

- The daily limit for Meals & Incidentals is \$92
- *ACTUAL* expenses are required; this means no rounding up or down
- Meal expenses are only for your own meals

☐ **Original, itemized receipts** with **proof of payment** are required for:

- Lodging: nightly lodging rate maximum is \$333 (excluding tax); folio must show nightly rate, taxes, fees, and any other incidental charges
- Airfare: all airline tickets must be in the Economy class; receipt must show itinerary
- Rental Car: book utilizing UCSB contracts (accessible through Concur/Connexxus); policy allows rentals up to the intermediate/midsize category
- Bus/Train/Rideshare: train must be in Coach/Economy class; receipts required for any instance over \$75
- Conference Registration
- Any expense over \$75

☐ If you will be reimbursed by **19900** funding, a [Travel Approval Form](#) is required prior to travel: contact cao-reimbursements@ece.ucsb.edu for assistance

Helpful hints and reminders for preparing your travel reimbursement packet:

A receipt must show the following, as defined by the IRS:

- 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, you may need to provide additional documentation

It is recommended that you book directly through the vendor (eg. airline, hotel) or through Concur/Connexxus; avoid using third party sites such as Expedia and Booking.com as they generally do not provide the details required by policy and may result in non-reimbursable expenses.

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 you are extending your trip to include personal time, please provide a round-trip flight comparison made at the time of booking; the comparison must show the cost of travel if personal time *was not* taken.