DOMESTIC TRAVEL REIMBURSEMENT WORKSHEET

Name:	Date:			
Address:	UC Employee: Yes No			
	U.S. Citizen: Yes No			
Phone:	City of Residence:			
E-mail Address: Vendor ID (if known):				
Home Campus:				
Account to be charged:				
Purpose of Travel:				
Destination:				
Initial Departure Date: Return	Date:			
Initial Departure Time: Return	Time:			
Did you obtain a Travel Advance for this trip? N				
Was there any personal time during this trip? No				
	(LIST ACTUAL EXPENSES up to \$62/day)			
Enter actual amount spent on breakfast, I	unch, and dinner (See page 2 for daily log)			
There is no per diem	for Domestic Travel			
LODGING (capped at \$275 per night, excluding taxes	s and fees, within continental US)			
Did you share a room? Yes No If so,	with whom?			
Number of nights: Rate: \$ Tax	k: \$ Other: \$			
Number of nights: Rate: \$ Tax	k: \$ Other: \$			
Number of nights: Rate: \$ Tax	k: \$ Other: \$			
TRANSPORTATION				
Airfare: \$ RT Paid for by: Credit	Card Charged to Department			
Private Car Mileage: License Plate #:	Check here to confirm liability insurance			
Rental Vehicle: \$ Rental Vehicle Gasoline: \$ UC Vehicle: Yes No				
Taxi: \$ Bus: \$ Train: \$	Other: \$			
MISCELLANEOUS				
Registration: \$ Tele/Fax/Internet: \$	Parking: \$			
Other (explain): \$				
Comments:				
SIGNATURES				
I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense of \$75 or more, as required by University policy.	AUTHORIZING SIGNATURE DATE			
AUTHORIZING SIGNATURE DATE	Print name and title			

Submit completed form along with all original receipts to your travel processor

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 ITEMIZED RECEIPTS REQUIRED per G-28 Travel Regulations:

• Subsistence Expenses (starts page 24)

Date	Breakfast	Lunch	Dinner	Incidentals	Daily Total

• Reporting Travel Expenses (starts page 40)

(Page 2 of 2)