DOMESTIC TRAVEL REIMBURSEMENT WORKSHEET

Name:	Da	Date:					
Address:	UC	UC Employee: Yes No					
	U.S	U.S. Citizen: Yes No					
Phone:	Cit	City of Residence: Vendor ID (if known):					
E-mail Address:							
Home Campus:							
Account to be charged:							
Purpose of Travel:							
Destination:							
Initial Departure Date:	Return Da	ate:					
Initial Departure Time:	Return Ti	me:					
Did you obtain a Travel Advance for the	nis trip? No	Yes	Amount: \$				
Was there any personal time during this t							
MEALS AND INCIDENTAL E	XPENSES (LIS	ST ACTUAL EXP	ENSES up to \$62/	day)			
Enter actual amount spent on	breakfast, lund	ch, and dinner (S	ee page 2 for daily	log)			
There is no p	oer diem for	Domestic Tra	avel				
LODGING (capped at \$275 per night, exc	cluding taxes ar	nd fees, within co	ntinental US)				
Did you share a room? Yes No	If so, wit	h whom?					
Number of nights: Rate: \$	Tax: \$	Oth	er: \$				
Number of nights: Rate: \$	Tax: \$	Oth	er: \$				
Number of nights: Rate: \$	Tax: \$	Oth	er: \$				
TRANSPORTATION							
Airfare: \$ RT Paid for	by: Credit Ca	rd Charged	to Department				
Private Car Mileage: License F	Plate #:	Check here	to confirm liability	insurance			
Rental Vehicle: \$ Rental Vehicle Gasoline: \$ UC Vehicle: Yes No							
Taxi: \$ Bus: \$	_ Train: \$	Other:	\$				
MISCELLANEOUS							
Registration: \$ Tele/Fax/Inte	ernet: \$	Parking: \$					
Other (explain): \$							
Comments:							
SIGNATURES							
I certify that the above is a true statement, that the expenses claimed by me on official University business on the dates shown, and that I horiginal receipts for each expense of \$75 or more, as required by University	ave attached	THORIZING SIGNATURE		DATE			
AUTHORIZING SIGNATURE	DATE Pri	nt 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)
- Reporting Travel Expenses (starts page 40)

Date	Breakfast	Lunch	Dinner	Incidentals	Daily Total