

# FOREIGN TRAVEL REIMBURSEMENT WORKSHEET

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Extension: \_\_\_\_\_ UC Employee: Yes No

E-mail Address: \_\_\_\_\_ U.S. Citizen: Yes No

Home Campus: \_\_\_\_\_ City of Residence: \_\_\_\_\_

**Account to be charged:** \_\_\_\_\_ Vendor I.D. # (if known): \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Destination: \_\_\_\_\_

**Did you obtain a Travel Advance for this trip?** No Yes \$ \_\_\_\_\_

Was there any personal time during this trip? No Yes From: \_\_\_\_\_ To: \_\_\_\_\_

Initial Departure Location: \_\_\_\_\_ Initial Departure Date: \_\_\_\_\_ Initial Departure Time: \_\_\_\_\_

	Arrival Date	Arrival Time	Departure Date	Departure Time
Location 1:				
Location 2:				
Location 3:				
Location 4:				

Final Arrival Location: \_\_\_\_\_ Final Arrival Date: \_\_\_\_\_ Final Arrival Time: \_\_\_\_\_

**TRANSPORTATION**

Airfare: \$ \_\_\_\_\_ RT Paid for by: Credit Card Charged to Department

Private Car Mileage: \_\_\_\_\_ License Plate #: \_\_\_\_\_ Check here to confirm your liability insurance.

Rental Vehicle: \$ \_\_\_\_\_ Rental Vehicle Gasoline: \$ \_\_\_\_\_ UC Vehicle: Yes No

Taxi/Bus: \$ \_\_\_\_\_ Train: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_ Parking: \$ \_\_\_\_\_

**PER DIEM (MEALS AND LODGING)**

Are you claiming per diem meals? Yes No or Actual Amount \$ \_\_\_\_\_

Are you claiming per diem lodging? Yes No or Actual Amount \$ \_\_\_\_\_

(You must provide receipts for lodging if you are claiming "actual" rather than per diem.)

**MISCELLANEOUS**

Registration: \$ Telephone/Fax: \$ Other (explain): \$

Foreign Exchange Fees: \$ Exchange Rate Used: \$ 1.00 U.S. = \_\_\_\_\_

Comments:

**SIGNATURES**

<p style="font-size: small;">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.</p> <p>_____</p> <p style="text-align: center; font-size: x-small;">Traveler's Signature Date</p>	<p style="text-align: right; font-size: x-small;">AUTHORIZING SIGNATURE DATE</p> <p>_____</p> <p style="text-align: center; font-size: x-small;">Print name and title:</p>
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