

Traveler Information

Name _____

Personal Mailing Address _____ Email _____
(non-UCR employees only)

_____ Phone _____

Documentation & Instructions

Please attach **itemized receipts** for all required receipts, a meeting agenda or itinerary, and explanation of "other" expenses. If proof of payment is not indicated on the itemized receipt, a credit card or account statement may be provided or complete the Declaration of Missing Evidence Form. All travel reimbursement requests must be submitted through the iTravel system within 7 days after the end of the trip, but no later than 21 days.

Required Documentation: Receipts for Airfare, Lodging, Rental Car, Registration Fees, Other Expenses \$75+, Meals \$62, Meeting/Conference Agenda & Name Badge

Funding - Trip is to be paid by:

Fund or Grant Name(s) _____ FAU(s) (if known) _____

Trip Information

Purpose of travel/business justification (include event name and dates) and explanation of "other" expenses (limit of 500 characters).

Origin City _____ Destination City _____

Departure Date & Time _____ Return Date & Time _____

If you attended a conference, did you present a paper? (check one) YES NO

Expense Reporting

Please enter the date and amount of expenses in the following grid. Please indicate if an expense was pre-paid by UCR (e.g. airfare, registration fees, etc.).

	Receipt Required?	Dates						Total Expenses
Airfare	YES	<i>Report Total Expenses Only.</i>						
Lodging		<i>Report Total Expenses Only.</i>						
Lodging (foreign/OCONUS)**		<i>**Refer to Foreign Per Diem Rates (https://aoprals.state.gov/web920/per_diem.asp).</i>						
Rental Car		<i>Report Total Expenses Only.</i>						
Registration Fees		<i>Report Total Expenses Only.</i>						
Private Car Mileage (\$0.535/mile)	NO	<i>Report Total Expenses. Vehicle License Plate # _____ Total Roundtrip Miles: _____</i>						
Taxi & related tips (in-state)	YES, if receipt is \$75+							
Taxi & related tips (out-of-state)								
Shuttle & related tips (in-state)								
Shuttle & related tips (out-of-state)								
Other Transportation (bus, BART, train)								
Gas (for rental car only)								
Parking								
Tolls								
Internet								
Other Business Expenses (copying, phone toll charges, etc.)								
Meals & Incidentals (in-state)*	YES, if total per day is \$62+							
Meals & Incidentals (out-of-state)*								
Meals & Incidentals (foreign)*								

***Meals & Incidentals: Report actual expenses up to a cap of \$62 per day for domestic travel. This is not a per diem rate. Traveler must report amount for each day. Refer to Foreign Per Diem Rates for Foreign/OCONUS meals. Receipts are required if total meals per day are \$62+. Alcohol is not reimbursable.**

****Foreign Per Diem Rates:** U.S. Department of State (https://aoprals.state.gov/web920/per_diem.asp)

****OCONUS (Outside the Continental United States) Per Diem Rates:** U.S. Department of Defense (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>)

Signature: _____ Date: _____ Total Reimbursement Requested:

I certify this expense voucher is a true statement. The amounts claimed for reimbursement: 1) are actual expenses incurred by me while on official University Business for the dates indicated, 2) exclude personal travel expenditures, 3) do not include alcohol, and 4) have not been reimbursed from any other source. Original receipts have been provided to my departmental Travel Coordinator as required by UC Business & Finance Bulletin G-28.