DOMESTIC TRAVEL REIMBURSEMENT WORKSHEET

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

Name:	Date:					
		UC Employee: Yes No				
Address:		U.S. Citizen: Yes No				
	City of	Residence:				
Phone:	Vendo	r ID (if known):				
E-mail Address:		Home Campus:				
Account to be charged:						
Purpose of Travel:						
Destination:						
Initial Departure Date:						
Initial Departure Time:	Return Time:		_			
Did you obtain a Travel Advance	for this trip? No	Yes Amount:	\$			
Was there any personal time during	this trip? No Yes From	n: To:				
MEALS AND INCIDENTAL EXPEN	ISES (LIST ACTUAL EX	PENSES ON PAGE 2)				
Actual amount spent on meals listed	d on daily log. You may d	laim up to \$74 per day.				
There is no per diem for Domesti	c (See page 2 for daily	og.)				
LODGING						
Did you share a room? Yes	No If so, with who	om?	·			
Number of nights: Rate:	\$ Tax: \$	Other: \$				
Number of nights: Rate:	\$ Tax: \$	Other: \$				
Number of nights: Rate:	\$ Tax: \$	Other: \$				
TRANSPORTATION						
Airfare: \$ RT Paid for by: Credit Card Charged to Department						
Private Car Mileage: Lice	License Plate #: Check here to confirm your liability insurance					
Rental Vehicle: \$ Rental Vehicle Gasoline: \$ UC Vehicle: Yes No						
Taxi/Bus: \$ Train: \$	Other: \$_					
MISCELLANEOUS						
Registration: \$ Tele/Fa	ax/Internet: \$	Parking: \$ O	ther (explain):			
\$						
Comments:						
SIGNATURES						
I certify that the above is a true statement, that the expenses by me on official University business on the dates shown, a original receipts for each expense of \$75 or more, as require	nd that I have attached	AUTHORIZING SIGNATURE DATE_				
AUTHORIZING SIGNATURE DATE	Print name	Print name and title				

(Page 1 of 2)

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 \$74.00 for each 24-hour period (domestic rate). Foreign rate will vary depending on city and country.

ACTUAL EXPENDITURES AS REQUIRED BY G-28 Travel Regulations:

- Subsistence Expenses (starts page 25)
- Reporting Travel Expenses (starts page 41)

Date	Breakfast	Lunch	Dinner	Incidentals	Daily Total