## **EEMB TRAVEL REIMBURSEMENT REQUEST** Recruitment Candidate Seminar Speaker Prospective Graduate Student Other Dept/Prog: EEMB **IGPMS OTHER** PERSONAL INFORMATION: (Please Print) Name of Traveler:\_\_\_\_\_ U.C. Employee: Yes Nο Phone Number:\_\_\_\_\_ U.S. Citizen: Yes No IF NO, PLEASE SUPPLY PASSPORT & I-9 CARD (NON-UC EMPLOYEES ONLY) Permanent Resident PLEASE SUPPLY GREEN CARD Address: Purpose of Trip: (Where check should be mailed) E-mail Address: Place of Employment: Professional Title: TRAVEL INFORMATION: Departure Date:\_\_\_\_\_ Departure Time (From Home):\_\_\_\_\_ Return Date:\_\_\_\_ Return Time (To Home): Any personal time taken? No Yes Dates & Times: Travel Expenses: (Please provide itemized receipts) Driving: Car Rental:\_\_\_\_\_ Gasoline:\_\_\_\_ Car License # RT Miles: Personal Car: x \$ Yes Auto Insurance: No RT Airline Ticket: Airfare: Purchased **Direct Billing** Baggage Fees: Train, Bus, Taxi, or Ferry (Receipt Required) Lodging: Receipts **Direct Billing** Food (Actual amount spent): See page 2 to calculate total Miscellanous: Registration: Parking: \_\_\_\_\_ Supplies: Other: \_\_\_\_ Amount Requested as Reimbursement Did you receive a travel advance? Yes Are you being reimbursed from any other source? No Yes Other Source: Traveler's Approval Signature \_\_\_ Signature \_\_\_\_\_ NAME & TITLE (NOT SAME AS TRAVELER) 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 THATI HAVE ATTACHED ORIGINAL RECEIPTS FOR EACH EXPENSE OF \$75 OR MORE, AS REQUIREDBY UNIVERSITY POLICY. Funding Source:\_\_\_\_\_

## **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 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