

Travel Reimbursement Request Form - Integrative Biology

Print clearly, fill in completely and return to: Integrative Biology, Business Office, 3040 VLSB, 642-5381.

ALL RECEIPTS NEED TO BE TAPED ON PAPER OR THIS REIMBURSEMENT WILL BE RETURNED TO YOU.

SECTION A - GENERAL INFORMATION

UC EMPLOYEE YES NO

EMPLOYEE/STUDENT #

If requesting reimbursement for the first time or if changes, please complete the following SSN information:

U.S. CITIZEN YES NO

SOCIAL SECURITY #

IF NOT U.S., COUNTRY OF RESIDENCE

NAME: LAST FIRST INITIAL

ADDRESS: STREET CITY STATE AND ZIP CODE

PHONE

E-MAIL

If you are asking for mileage you **MUST** put your vehicle information below. (\$0.485/MILE)

VEHICLE LIC#: CITY OF RESIDENCE: LIABILITY INSURANCE: YES NO

TOTAL MILES TO BE REIMBURSED:

SECTION B - TRAVEL

REIMBURSEMENT JUSTIFICATION

ORIGIN DATE & TIME OF DEPARTURE DESTINATION DATE & TIME OF RETURN

TRANSPORTATION EXPENSES (AIRFARE CTS YES NO) TOTAL \$

TYPE	REMARKS	COST

LODGING EXPENSES (LODGING REIMBURSEMENT IS FOR ACTUAL COSTS, UNLESS OUTSIDE U.S.) TOTAL \$

TYPE	REMARKS	COST

MISCELLANEOUS EXPENSES (REGISTRATION FEES, OFFICE SUPPLIES, TELEPHONE, ETC.) TOTAL \$

TYPE	REMARKS	COST

MEAL & INCIDENTAL EXPENSES (MAXIMUM ALLOWABLE = \$50/DAY, SUBMIT RECEIPTS OR DETAILED DAILY LOG) TOTAL \$

DAY	REMARKS	COST
DAY 1		
DAY 2		
DAY 3		
DAY 4		

SECTION C - FUND SOURCE

FUND SOURCE TO BE CHARGED TOTAL TRAVEL COST \$

TOTAL REIMBURSEMENT AMOUNT \$

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 ALL EXPENSES, AS REQUIRED BY UNIVERSITY POLICY.

THIS MUST BE SIGNED BY THE APPROPRIATE PERSON BEFORE SUBMITTED.

AUTHORIZING NAME and TITLE (Print or Type)

SIGNATURE REQUIRED DATE AUTHORIZING SIGNATURE DATE

NOTE: CLAIMS CANNOT BE PROCESSED WITHOUT ORIGINAL RECEIPTS, AIRLINE ITINERARY, ITEMIZED LODGING BILL SHOWING A ZERO BALANCE, AND CONFERENCE FLYER/SCHEDULE SHOWING FULL PAYMENT. PLEASE ALLOW 3-6 WEEKS FOR PROCESSING.