DOMESTIC TRAVEL REIMBURSEMENT WORKSHEET Print and Sign, attach ALL receipts, turn into Travel Coordinator.

Name:	Date:					
SS#/Employee ID#:	UC Employee: Yes No					
Address:	U.S. Citizen: Yes No					
	City of Residence:					
Phone:	Vendor ID (if known):					
E-mail Address:	Home Campus:					
Account to be charged:						
Purpose of Travel:						
Destination:						
Initial Departure Date: Ret	turn Date:					
Initial Departure Time: Re	turn Time:					
Did you obtain a Travel Advance for this trip?	No Yes Amount: \$					
Was there any personal time during this trip? No	Yes From: To:					
MEALS AND INCIDENTAL EXPENSES (LIST ACTUAL EXPENSES ON PAGE 2)						
Actual amount spent on meals listed on daily log.	You may claim up to \$62 per day.					
There is no per diem for Domestic (See page 2	2 for daily log.)					
LODGING						
Did you share a room? Yes No If s	so, with whom?					
Number of nights: Rate: \$	Tax: \$ Other: \$					
Number of nights: Rate: \$	Tax: \$ Other: \$					
Number of nights: Rate: \$	Tax: \$ Other: \$					
TRANSPORTATION						
Airfare: \$ RT Paid for by: Cred	it 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: \$						
MISCELLANEOUS						
Registration: \$ Tele/Fax/Internet: \$ Parking: \$ Other (explain):						
\$						
Comments:						
SIGNATURES						
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, as required by University policy.	AUTHORIZING SIGNATURE DATE_					
AUTHORIZING SIGNATURE DATE	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 \$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