

FOREIGN TRAVEL REIMBURSEMENT WORKSHEET

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

Name: _____ Destination: _____
 Employee ID: _____ UC Employee: _____ Yes _____ No
 Email Address: _____ US Citizen: _____ Yes _____ No
 Dept/Home campus _____ Acct/Project _____

Home Address: _____

Purpose of Travel: _____

Did you obtain a Travel Advance for this trip? _____ No _____ Yes Amount: \$ _____

Was there any personal time during this trip? _____ No _____ Yes From: _____ To: _____

Initial Departure Location: _____ Departure Date: _____ Departure Time: _____
Location Arrival Date Arrival Time Departure Date Departure Time

Final Arrival : _____ Final Arrival Date: _____ Final Arrival Time: _____

TRAVEL EXPENSES

Airfare \$ _____ RT? _____ Yes _____ No Paid by: _____ Credit Card _____ Dept _____
 Private Car Mileage _____ License Plate # _____ Liability Insurance: _____ Yes _____ No
 Rental Vehicle \$ _____ Rental Vehicle Gasoline \$ _____ UC Vehicle: _____ Yes _____ No
 Taxi/Bus \$ _____ Train \$ _____ Other \$ _____ Parking \$ _____ Baggage \$ _____
 Registration: \$ _____ Other (explain): \$ _____

PER DIEM

Are you claiming per diem meals _____ Yes _____ No or Actual Amount: \$ _____

Are you claiming per diem lodging _____ Yes _____ No or Actual Amount: \$ _____

Receipts must be provided if you are claiming actual amounts

Foreign Exchange Fees: \$ _____ Exchange Rate **\$1.00** = _____ TOTAL REIMBURSEMENT: \$ _____

I certify that the above is a true statement, that the expenses claimed were incurred by me on official business University business on the dates shown, and that I have attached original receipts for each expense of \$75 or more, as required by University Policy

 Traveler's Signature Date

Authorizing Signature

 Name, Title Date