

TRAVEL REIMBURSEMENT REQUEST

Original Receipts must be provided within 7 days of completion of travel, and for all costs to be reimbursed (air, ground transportation, hotel, meals, registration fees, etc.).

Request Date: _____

Provide appropriate Payee ID info: Employee ID for employees; Student ID for students; SS#rrax ID for Individuals with no UC affiliation and Vendors.

CONTACT INFORMATION

Name: _____
Address: _____

Empl ID/Student ID
SS#/Fed Tax ID: _____

Is traveler a U.S. citizen? Yes No

E-Mail: _____

Phone: _____

TRIP INFORMATION

If reporting foreign currency costs below, please identify:

Trip Purpose: _____

Depart From: _____

Destination: _____

Depart Date: _____

Departure Time: _____

Return Date: _____

Return Time: _____

TRANSPORTATION EXPENSES

Airfare

Ticket stub/ticketless itinerary must be provided for airfare expenses.

Was CTS used to pay for airfare? Yes No

If Private Vehicle was used, provide:

Vehicle License Plate No. _____

Does vehicle have liability insurance? Yes No

Total Mileage _____ miles

New rate: 50 cents/mile (effective 1/1/2010)

Old rate: 55 cents/mile (valid through 12/31/2009)

Ground Transportation

(Train/Car Rental/ShuttleTaxi; please identify)

MISCELLANEOUS EXPENSES

Parking _____ Other (Explain): _____

Reg Fees _____

DAILY EXPENSES

Fill in daily expenses in table below (use add'i table in attached worksheet, if needed--see tab below labeled "More Daily Expenses")..

Original receipts must be provided for costs listed below. Lodging invoices must show a zero balance or be marked paid in full (failure to provide a zero-balance hotel statement will result in delayed processing).

Maximum Meal Allowance for Domestic Travel is up to \$64/day for travel duration of 24 hours or greater. Effective 9/1/08, the University no longer reimbursed meals when travel was less than 24 hours, unless the trip included an overnight stay as supported by a lodging receipt. Please also note: only actual meal expenses can be reimbursed for domestic travel, not per diem.

Maximum Meal & Lodging Allowances for Foreign Travel vary from region to region; rates are determined by the U.S. State Department. Contact Belinda White (belindak@berkeley.edu) prior to your trip for per diem rates; this information will help you plan your trip and ensure full expense reimbursement. University policy prohibits reimbursements over established per diem rates.

Date
Breakfast
Lunch
Dinner
Lodging

Please note: meal expenses incurred while on travel in which traveler hosted guests for official campus business should not be included with this form; complete and submit an Entertainment Reimbursement Form.

Certification by Traveler (Traveler's Signature is Required):

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 of \$75 or more, as required by University policy.

Traveler's Signature _____

Acct Name/Fund Source _____

Approval Signature _____

Your Name: _____

MORE DAILY EXPENSES

Fill in additional daily expenses in table below.

Original receipts must be provided for costs listed below. Lodging invoices must show a zero balance or be marked paid in full (failure to provide a zero-balance hotel statement will result in delayed processing).

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Note: In accordance with University policy, if your travel period exceeds 30 days, you will only be reimbursed 55% of your total daily expenses.