TRAVEL REIMBURSEMENT REQUEST

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

					,
Request Date:			Provide appropriate Payee ID info: Employee ID for employees; Student I for students; SS#rrax ID for Individuals with no UC affiliation and		
CONTACT INFORMATION			Vendors.		
Name:			Empl ID/Student ID		
Address:			SS#/Fed Tax ID:		
			Is traveler a U.S. citizen? Yes	No	
			E-Mail:		
			Phone:		
TRIP INFORMATION	If reporting for	preign currency costs bel	ow, 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.			If Private Vehicle was used, provide:		
Was CTS used to pay for airfare?	Yes	No	Vehicle License Plate No.		
			Does vehicle have liability insurance?	Yes	No
Ground Transportation			Total Mileage	miles	
(Train/Car Rental/ShuttlelTaxi; please identify)			New rate: 50 cents/mile (effective 1/1/2010) Old rate: 55 cents/mile (valid through 12/31/2009)		

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 <u>actual</u> 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) <u>prior</u> 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	

Т

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 <u>Required):</u>
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:

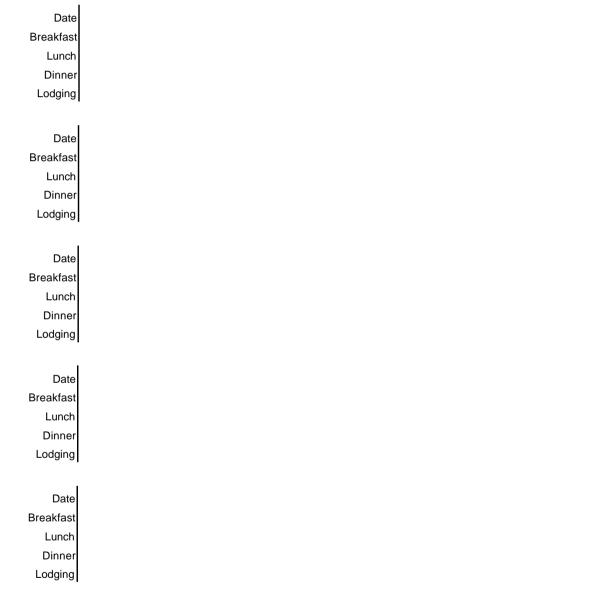
MORE DAILY EXPENSES

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).

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.



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