

TRAVEL REIMBURSEMENT REQUEST FORM

Form and all receipts must be submitted within 45 days of travel

TRAVELER INFORMATION

Name:	<input style="width: 95%;" type="text"/>	Phone:	<input style="width: 95%;" type="text"/>
Mailing Address:	<input style="width: 95%; height: 40px;" type="text"/>	Email:	<input style="width: 95%;" type="text"/>
Status:	UCD Employee	Pre-Approved Group Travel?*	Yes No
	UCD Student	<i>*If yes, provide list of travelers and pre-approval from CAO</i>	
	Non-Employee	Did you receive a Travel Advance?	Yes No
		US Citizen?	Yes No
		Faculty Host:	<input style="width: 95%;" type="text"/>
		Travel Advance Amount:	<input style="width: 95%;" type="text"/>

TRIP INFORMATION

Business Purpose (include reason for attending, complete event name, event location, event date): NO ABBREVIATIONS	<input style="width: 98%; height: 60px;" type="text"/>
Destination:	<input style="width: 98%;" type="text"/>
Depart:	Home Office Date: <input style="width: 60%;" type="text"/> Time: <input style="width: 60%;" type="text"/>
Return:	Home Office Date: <input style="width: 60%;" type="text"/> Time: <input style="width: 60%;" type="text"/>

Private Car (Mileage) - Default rate is \$0.55/mile effective January 1, 2011

Date	Drove From	Drove To	# of Miles	Amount
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
TOTAL				<input style="width: 95%;" type="text"/>

License Plate Numer <input style="width: 95%;" type="text"/>	Do you have liability Insurance?	Yes	No
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Airfare

Connexus	Personal	Corporate Travel Card	Amount
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
TOTAL			<input style="width: 95%;" type="text"/>

Other Transportation (Shuttle, Taxi, Bus, Rental Car, Train, Fuel Etc.)

Date	Ground Transportation Type	From	To	Amount
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
TOTAL				<input style="width: 95%;" type="text"/>

* Actual Currency - DO NOT use conversions - list currency on receipt

Rental Car	Economy/Compact	Other (Explain)	Explain: <input style="width: 98%; height: 30px;" type="text"/>
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