

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 |
| | | Travel Advance Amount: | <input style="width: 80%;" 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: 150px;" type="text"/> Time: <input style="width: 150px;" type="text"/> |
| Return: | Home Office Date: <input style="width: 150px;" type="text"/> Time: <input style="width: 150px;" type="text"/> |

Private Car (Mileage)

| 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"/> |
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| TOTAL | | | | <input style="width: 95%;" type="text"/> |

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

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"/> |
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| 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"/> |
|------------|-----------------|-----------------|---|

