

# CLUSTER 5 TRAVEL EXPENSE REIMBURSEMENT FORM

## Personal Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_

## Travel Information

Business Purpose (briefly describe how the expense benefits the research, instructional and/or outreach mission of the university):

\_\_\_\_\_

\_\_\_\_\_

Chart String: \_\_\_\_\_

Date & Time of Departure: \_\_\_\_\_

Date & Time of Return: \_\_\_\_\_

Full Address of Departure Destination: \_\_\_\_\_

Full Address of Return Destination: \_\_\_\_\_

**(Daily Meal limit \$79, Daily Hotel \$333 per night. Please provide receipts for all transactions, especially those over \$75)**

Purchase Date	CTS/T&E Card/ Out of Pocket	Description of Expense (Airfare, Hotel, Transportation, Registration Fees, Meals, etc)	Amount

## TRAVEL EXPENSE REIMBURSEMENT FORM

Purchase Date	CTS/T&E Card/ Out of Pocket	Description of Expense (Airfare, Hotel, Transportation, Registration Fees, Meals, etc)	Amount

**GRAND TOTAL:** \_\_\_\_\_

Private Car:    Yes            No                    Liability Insurance:    Yes            No

***Mileage Calculation (If claiming mileage, please use the Mileage Form on last page)***

Additional notes: \_\_\_\_\_

**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 \$75.00 or more.**

Traveler's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Send forms to:**

- Grad/Undergrad Groups: c5gradbusiness@ucdavis.edu
- Agriculture & Resource Economics: arebusiness@ucdavis.edu
- Human Ecology: hebusiness@ucdavis.edu
- Environmental Science & Policy: espbusiness@ucdavis.edu
- Landscape Architecture: ldabusiness@ucdavis.edu

