CLUSTER 5 TRAVEL EXPENSE REIMBURSEMENT FORM

Personal In	formation						
Name:		Mailing Address:	Mailing Address:				
Phone Num	ber:						
Email Addre	ess:						
Travel Infor	mation						
	urpose (briefly d ssion of the univ	escribe how the expense benefits the research, instruction versity):	onal and/or				
Chart String	:						
Date & Time	e of Departure: _.	Date & Time of Return:					
	ss fields below being reported	₹					
Full Address	s of Departure D	Destination:					
Full Address	s of Arrival Dest	ination:					
(Daily Meal I	imit \$92, Daily H	otel \$333 per night. Please provide receipts for all transact	ions,				
especially th	ose over \$75)						
Purchase Date	CTS/T&E Card/ Out of Pocket	, Amount					
	Card/ Out of	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		rfare, Hotel, Transportatio ees, Meals, etc)	n, Amount			
				GRAND TOTAL:				
	Private Car:	Yes	No	Liability Insurance:	Yes No			
Mileage Ca	lculation (If cla	iming milea	age, please use	the Mileage Form on la	st page)			
Additional n	otes:							
incurred b	y me on offici	ial Univers	ity business o	the expenses claimed on the dates shown, a se of \$75.00 or more.				
Traveler's Signature:			Date:					

Send forms to:

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





Input a complete origin and destination address as shown in the example below. If the destination does not have a specific address, please indicate the nearest intersection and explain in the AggieExpense comments section.

Traveler Name:					Month:			
Date	Origin		Destination		Busin	ess Purpose	Distance	
01/01/2022	UC Davis One Shields Ave Davis, CA 95616	100 Pine St	General of Irelan reet, Suite 3350 co, CA 94111		Round trip meeting to	o for academic o propose new n on international	140	
Directions: S		Se	elect the mileage rate:		Total Miles			
Complete fields, select mileage rate, then print to PDF to ensure proper formatting when uploaded to AggieExpense. Enter amount calculated in AggieExpense. Attach PDF to AggieExpense.			Standard \$0.67/mile			Enter this amount in		
			Relocation	\$0.21,	/mile	AggieTravel:		
			Volunteer	\$0.14	/mile			
			Medical	\$0.16	/mile			

Form Ver. MIL.1.2024