

**DOMESTIC TRAVEL
REIMBURSEMENT WORKSHEET**

Submit completed form along with all original receipts to your travel processor within 2 weeks of return date.

Name: _____ Date: _____
Employee ID#: _____ UC Employee: Yes No
Address: _____ U.S. Citizen: Yes No

City of Residence: _____
Phone: _____ Vendor ID (if known): _____
E-mail Address: _____ Home Campus: _____

CCOA: _____

Purpose of Travel: _____

Destination: _____

Initial Departure Date: _____ Return Date: _____

Initial Departure Time: _____ Return Time: _____

Did you obtain a Travel Advance for this trip? No "" Yes "" Amount: \$ _____

Was there any personal time during this trip? No Yes From: _____ To: _____

MEALS AND INCIDENTAL EXPENSES

List actual amounts spent on meals on daily log. You may claim up to \$62 per day for your meals.

There is no per diem for Domestic Travel (See page 2 for daily log.)

LODGING

Did you share a room? Yes _____ No _____ If so, with whom? _____

Number of nights: _____ Rate: \$ _____ Tax: \$ _____ Other: \$ _____

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TRANSPORTATION

Airfare: \$ _____ RT Paid for by: Credit Card _____ Charged to Department _____

Private Car Mileage: _____ License Plate #: _____ Check here to confirm your liability insurance

Rental Vehicle: \$ _____ Rental Vehicle Gasoline: \$ _____ UC Vehicle: Yes No

Taxi/Bus: \$ _____ Train: \$ _____ Other: \$ _____

MISCELLANEOUS

Registration: \$ _____ Tele/Fax/Internet: \$ _____ Parking: \$ _____

Other (explain): _____ \$ _____

Comments: _____

SIGNATURES

<small>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, that no alcohol expenses are included and that I have attached original receipts for each expense, as required by University policy.</small>	
_____ TRAVELER'S SIGNATURE	_____ AUTHORIZING SIGNATURE
_____ DATE	_____ DATE

MEALS AND INCIDENTALS

Please indicate by date the actual amounts spent for Breakfast, Lunch, Dinner, and any Incidentals.
Please keep in mind that the allowed maximum is \$92.00 for each 24-hour period (domestic rate).

Only the traveler's expenses should be reported on this log.

Please exclude any purchased alcohol as well as associated tax and tip.

ACTUAL EXPENDITURES AS REQUIRED BY [G-28 Travel Regulations](#):

- *Subsistence Expenses (starts page 25)*
- *Reporting Travel Expenses (starts page 41)*

Date	Breakfast	Lunch	Dinner	Incidentals	Daily Total
					<u>TOTAL</u>