

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: _____

Project Code: _____
 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

<p style="font-size: 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.</p> <p>_____</p> <p>TRAVELER'S SIGNATURE DATE</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;">AUTHORIZING SIGNATURE DATE</p>
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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 \$62.00 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
					TOTAL