

Traveler's Information

Full Name: \_\_\_\_\_ Employee UID: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*If Non-Employee, select preferred method of payment of check or direct deposit via Zelle (check only one). Mailing address is required regardless of payment method.*

Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

- Check (to mailing address above)  
 Zelle Email: \_\_\_\_\_  
 Zelle Phone Number: \_\_\_\_\_

Trip Information

Departure City: \_\_\_\_\_ Destination City: \_\_\_\_\_  
Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_  
Personal Dates \_\_\_\_\_

Name of Event/Trip: \_\_\_\_\_

Business Justification (spell out all acronyms):

Funding

PI \_\_\_\_\_ PI Approval Signature \_\_\_\_\_  
Funding source(s): \_\_\_\_\_ Fund Manager(s) \_\_\_\_\_

List any **prepaid/direct-billed** expenses (ie. UC Travel booked airfare, registration, etc.) and provide the documentation. *You are **\*NOT\*** claiming these as they have already been paid:*

Travel Business-Related Expenses:

- \***Mandatory** receipts: airfare, lodging, rental cars, registration fees, entertainment and anything over \$75.00
  - \*Meals daily maximum is \$79/day (for domestic travel, effective 7/1/2022).
  - \*Lodging daily maximum is \$275/day (for domestic travel), otherwise exception approval is required
  - \*Only economy seating is reimbursable for airfare, otherwise additional justification is required
  - \*Additional insurance of any kind (i.e. traveler's insurance, rental car, etc) are not reimbursable
- \*Original receipts are required**

**Travel Reimbursement Request Form**

Signature of Requester: \_\_\_\_\_

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

#	Date	Expense Type (airfare, lodging, rental car, registration, etc.)	Name of Vendor	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
		Total meals claimed (below)		
<b>TOTAL Reimbursement Requested</b>				

**DAILY MEALS TOTALS**

Date	City	Amount	Date	City	Amount