

TRAVEL EXPENSE REIMBURSEMENT CLAIM

Mechanical Engineering - UCB

◆ 6195 Etcheverry Hall ◆

Berkeley, CA 94720-1740

Traveler's Name _____ Phone and/or Email _____
 City of Residence _____ UC Emp/student? Yes ID # _____ No
 US Citizen, Yes No If not, Country and Visa Status _____
 Non-UC employees/students must provide: Social Sec. # _____
 Home Address _____

 Trip Destination _____
 Date of Departure _____ Time of Departure _____
 Date of Return _____ Time of Return _____
 Purpose of Trip _____

REIMBURSEMENT IS REQUESTED FOR THE FOLLOWING EXPENSES:

Private Car Mileage _____ miles @ _____ = \$ _____ Does vehicle have Liability Insurance? Yes No
 Between Points _____ License Plate # _____
 Air Fare Paid by Traveler \$ _____ Airfare Charged Directly by CTS Form \$ _____
 Conference Hotel? Yes No Justification for taxi / rental car _____

Traveler, please indicate the amount you spent on each item per day

Dates:													Totals
Shuttle, Taxi, Bus													
Bridge/Rd Tolls													
Registration Fees													
Parking Fees													
Rental Car													
Gas													
Lodging													
Telephone													
Meals													
Misc. expenses													
Totals:													

For foreign travel ONLY, Per Diem Meals & Lodging: Yes No Meals only Lodging only

IMPORTANT Note: When claiming foreign travel per diem, please use ESRC Per Diem Attachment Form

Partial expenses paid by others? No , Yes Explain _____

Personal Business? No Yes If, yes, give details _____

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 original receipts for each expense of \$25 or more as required by University policy.

Fund Name or Cost Center to be Charged:

 Traveler's Signature Date

 PI or Authorized Signature Date

NOTE: PLEASE ATTACH ALL ORIGINAL RECEIPTS AND INVOICES. IF THEY ARE SMALLER THAN 8.5" X 11", PLEASE SCOTCH TAPE THEM TO A WHITE SHEET OF 8.5" X 11" PAPER. PLEASE, NO STAPLING! THANK YOU FOR YOUR COOPERATION.