

FINANCIAL CLUSTER (ME/NE/IEOR) FOREIGN TRAVEL REIMBURSEMENT REQUEST

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FOREIGN TRAVEL REIMBURSEMENT CHECKLIST

CHECKLIST OF REQUIRED DOCUMENTATION TO BE SUBMITTED WITH REIMBURSEMENT REQUESTS REIMBURSEMENTS SUBMITTED WITHOUT *COMPLETE* DOCUMENTATION WILL BE RETURNED

- UC Berkeley Employee ID (EID) # or UC Berkeley Student ID (SID) #

All **Non-UC Employees/Students** that are **Non-US Citizens** must attach a copy of their visa, passport, and I-94 and fill out a UCB W-8BEN which can be found at: <http://www.ucop.edu/financial-accounting/files/taxation/w8ben.pdf> Please note that **International Visitors** must also submit the Certificate of Academic Activity which is available at: <http://ucop.edu/financial-accounting/files/taxation/coaa.pdf>

- U.S. Permanent Residents (Green Card holders) must provide a copy of their Permanent Resident card.

- Trip purpose - The travel report must *specifically state the purpose* of the travel or the nature of the business benefit derived as a result of the travel

Flight itinerary/airfare receipt is required for **ALL** travel reimbursement requests. Travel dates/times and explicit destination of travel must be included in the request. If trip duration exceeds seven days, please attach additional travel form(s) to report meals and lodging expenses. Per University Policy, travel reimbursement requests must be submitted **within 21 days** of the end of a trip. Otherwise, a justification for the late submission must be provided. If trip includes multiple destinations, please complete a **separate** Travel Form for each leg/destination to itemize expenses for each segment of the trip.

- Event Flyer/Brochure/Agenda or Invitation letter/e-mail showing meeting dates, times, and locations of Event is required.

Mileage reimbursements require the vehicle's license plate number and a map with driving directions (ie. from <http://maps.google.com/>) to verify mileage

Translate receipts in foreign languages to English; convert foreign currency to USD using a currency converter such as Oanda: <http://www.oanda.com/currency/converter/>

- Traveler's signature. Approval signature required for requests by non-Faculty members

Original, itemized receipts required for all expenses (e-Tickets accepted for airfare). Lodging folios must show a zero balance at checkout. Rental car receipts must be final, show detailed charges, and proof of payment. Name on receipts must match Traveler's name.

Please note that it is against University policy to book internet travel packages of hotel/airfare/car rentals unless "each aspect of the package will be separately itemized (e.g., itemized hotel charges, airfare, car rental, etc) to assure appropriate documentation for reimbursement." (UCOP Travel Policy G-28)

- Fund source to charge

**Please e-mail completed form and supporting documents in pdf format to: financialcluster@me.berkeley.edu or
Submit completed form and supporting documents to the Financial Cluster in room 6195 Etcheverry Hall
If submitting hard copies, please keep a copy of the reimbursement request and receipts for your records.**

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Effective January 1, 2014, Travelers should only claim ACTUAL travel expenses (e.g. subsistence & lodging) up to the per diem rate)

Please e-mail completed form and supporting documents in PDF format to financialcluster@me.berkeley.edu
If submitting hard copies, please keep a copy of reimbursement request and receipts for your records.

This form is for the reimbursement of travel outside the Continental United States.

Please select one: **ME Dept** **Jacobs Institute/ME** **NE Dept** **IEOR Dept** **CET/IEOR**

Last Name, First: _____ EID or SID #: _____

Work Phone: _____ E-Mail Address: _____

City & State of Residence: _____

US Citizen? Yes No *All **Non-UC Employees/Students** that are **Non-US Citizens** must attach a copy of their visa, passport, I-94, UCB W-8BEN (<http://www.ucop.edu/financial-accounting/files/taxation/w8ben.pdf>), and a Certificate of Academic Activity (<http://ucop.edu/financial-accounting/files/taxation/coaa.pdf>). U.S. Permanent Residents must provide a copy of their Permanent Resident Card.

Trip Purpose:	Trip Destination (City, Country)	Arrival Date	Arrival Time	Return Date	Return Time

Airfare: _____ - Charged to CTS: _____ = Amount to Reimburse: _____ Baggage Fees: _____
 Rental Car: _____ Rental Gas: _____ Parking: _____ Tolls: _____
 BART: _____ Shuttle: _____ Taxi/Cab: _____ Rail/Train: _____
 Private Car Mileage: _____ = _____ Does vehicle have liability insurance? Yes No License Plate: _____
 From: _____ To: _____ From: _____ To: _____
 Other: _____ Description: _____ **Total Transportation Expenses:** _____

MISCELLANEOUS EXPENSES

Registration Fees: _____ Membership Fees: _____ Phone/Internet: _____ Fax/Copies/Supplies: _____
 Other: _____ Description: _____ **Total Miscellaneous Expenses:** _____

DAILY EXPENSES: (i.e. tips, laundry, porter)

Please check one: Meals/Incidentals Actual Per Diem **Please check one:** Lodging Actual Per Diem

Was there any alcohol consumption claimed as part of your meal expenses for the trip? No Yes

Date:								
Breakfast:								
Lunch:								
Dinner:								
Incidentals:								
Total:								
Lodging:								

Total Amount Requested: _____ **Total Daily Expenses:** _____

Partial expense paid by others? No Yes Pls. Explain: _____

Account	Fund	Org ID	Program	Project	Flexfield	Amount

I hereby 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 attached original receipts as required by University and Departmental policy.

_____ _____ _____ _____
 Traveler Signature Date (mm/dd/yy) Approval Signature Date (mm/dd/yy)