

**DOMESTIC TRAVEL
REIMBURSEMENT WORKSHEET**

Submit completed form along with all original receipts to your travel processor

Name: _____ Date: _____
SS#/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: _____
Account to be charged: _____

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 EXPENSES ON PAGE 2)

Actual amount spent on meals listed on daily log. You may claim up to \$79 per day. Amount: \$ _____
There is no per diem for Domestic (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

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 attached original receipts for each expense of \$75 or more, as required by University policy.

TRAVELER'S SIGNATURE 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 \$79.00 for each 24-hour period (domestic rate). Foreign rate will vary depending on city and country.

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