

DEPARTMENT OF PHILOSOPHY

Travel Information Reimbursement Form

TRAVEL NOTES:

1. Authorization by the appropriate Supervisor/Manager/PI for travel is required BEFORE travel arrangements are made.
2. Meal expense reimbursement requests must have an itemized, original receipt attached.
3. All original receipts/expenses must be turned in five (5) working days after return from trip.
4. Lodging expenses are to be paid by the traveler and reimbursed upon return. All receipts must be itemized - NO EXCEPTIONS. If you lose your receipt, a duplicate can be requested from the hotel/motel.
5. The mileage reimbursement rate is 56.5 cents/mile. Receipts for local transportation and for miscellaneous expenses of \$75 or more are required.
6. Actual meal and incidental expenses that occur between 7:00am and 7:00pm in a single day will not be reimbursed (12 hours).
7. For more information, refer to Campus Policy Number 900-20 or stop by the Accounting Office.

Check one: Faculty _____ Guest _____ Student(UCR employee) _____ Student(non UCR employee) _____

TRIP NO. <i>(leave blank)</i>	TRAVEL ID <i>(leave blank)</i>
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Please provide the information requested. Today's Date: _____

Full Legal Name: _____	Departure Date/Time: _____
Phone No.: _____	Return Date/Time: _____
Home Address: _____	Business Purpose of Trip: _____
_____	_____
Destination: _____	_____
Email: _____	_____

EXPENSE INFORMATION: *(If there was a prepaid expense associated with your trip please note it in the comment section.)*

Type of Expense:	Notes/Comments:			Actual Cost
Airfare				
Rental Car*				
Personal Car**	<i>License Plate Number:</i>	<i>Miles driven:</i>	<i>Insurance:</i> YES or NO	
Hotel				
Conference Registration				
Other Transportation				
Meals***				
Parking				
Other (please specify)				
TOTAL				

*Car rentals must be made under specific UC contract numbers with rental companies; otherwise, traveler will be personally responsible for insurance coverage and deductibles should an accident occur. Traveler should decline additional insurance for COW, PAL, and PEC. Refer to Campus Policy Number 900-80.
 **Please provide a map for the mileage that was driven.
 *** Please note that there is no automatic per diem at UCR. All meals must be itemized on a Travel Voucher to be reimbursed. Please see travel notes above.

FUNDING SOURCE(S)/GRANT or CONTRACT TO CHARGE: _____

Activity	Fund	Function	Cost Center	Project Code	Amount

Travel Approval: _____
Jessica Nosce, Analyst

Date: _____