GUEST TRAVEL

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

Name:	Dat	e:		
Address:				
		U.S. Citizen: Yes No		
		City of Residence:		
Phone:		Guest 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 Travel Insurance f	or this trip? No	Yes	_	
Did you obtain a Travel Advance	e for this trip? No	Yes _	Amount: \$	_
Was there any personal time during	ng this trip? No	Yes From:	To:	_
MEALS AND INCIDENTAL EXPE	ENSES (LIST ACTU	AL EXPENSES	ON DAILY LOG ON PAGE 2))
There is no per diem for Domes	stic. You may clain	n up to \$62 per d	ay.	
LODGING				
Did you share a room? Yes	No If so, v	vith whom?		
Number of nights: Rate): \$ Tax	:: \$ C	Other: \$	
Number of nights: Rate	e: \$ Tax	:: \$ C	Other: \$	
Number of nights: Rate	e: \$ Tax	:: \$ C	Other: \$	
TRANSPORTATION				
Airfare: \$ RT P	aid for by: Credit Ca	ard Cha	rged to Department	
Private Car Mileage: Li	cense Plate #:	Chec	k here to confirm your liability	insurance
Rental Vehicle: \$	_ Rental Vehicle Ga	soline: \$	UC Vehicle: Yes No	
Taxi/Bus: \$ Train:	\$O	ther: \$	_	
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.		AUTHORIZING SIGNATURE DATE_		
AUTHORIZING SIGNATURE DATE		Print name and title		

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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 \$62.00 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