Travel Document Requirements

Greenie Request:
- Must be attached and include PI signature + fund number

Air Fare:
- Show proof of purchase
- If it comes with a PO, please provide the PO number
- Itemized Itinerary is required.

Rental Car:
- Please provide final receipt and proof of purchase/payment

Personal Car:
- Provide google maps and proof of mileage

Hotel:
- Provide proof of purchase
- A maximum of $275 on nightly room rates has been established for travel assignments of less than 30 days within the continental United States
- If hotel room is split, please provide two separate invoices if possible.
- Parking, room service, phone, internet will be removed from bill & added to correct tab.

Conference Registrations:
- Please provide invoice and proof of purchase/payment
- If there is a PO, please provide PO number.
- Conference Badge

Other Transportation:
- Provide all receipts (Uber, shuttle, etc.)

Meals:
- Receipts are not required.
- You cannot treat someone and expect to be reimbursed.
- Meals & incidental expenses cannot exceed $62 per day. This includes room service food.

Parking:
- Proof of parking receipts

Remember...
- If receipt does not show how/what items were paid with, please provide bank statement as proof.
- If you do not need to be reimbursed for certain items, please let me know.
- If you are completely missing a receipt, fill out the Declaration of Missing Evidence Sheet.
- Provide how you reached your destination.
- The more detailed the items, the faster the reimbursement.
TRAVEL NOTES:

1. Authorization by the appropriate Supervisor/Manager/PI for travel is required **BEFORE** travel arrangements are made.
2. All receipts/expenses must be turned in five (5) working days upon return.
3. 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/car rental.
4. The mileage reimbursement rate is .535 c/mile effective 1/01/17.
5. Receipts for local transportation and for miscellaneous expenses of $75 or more are required.
6. No meal expenses are allowed for one-day travel.
7. The reimbursement ceiling amount for actual daily meal and incidental expenses for travel in excess of 24 hrs is $62.00 day.

EXPENSE INFORMATION: **(Enter information in the Estimated Cost column before you travel, and the Actual Cost column when you return.)**

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>No. of Days</th>
<th>Estimated Cost</th>
<th>Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Fare</td>
<td>P.O. #</td>
<td></td>
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<tr>
<td>Rental Car*</td>
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<tr>
<td>Personal Car</td>
<td>Total Miles: x .535</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td>Number of days:</td>
<td>$</td>
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<tr>
<td>Conference Registration</td>
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<tr>
<td>Other Transportation</td>
<td>Taxi, bus, shuttle, etc.</td>
<td>$</td>
<td></td>
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<tr>
<td>Meals**</td>
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<tr>
<td>Parking</td>
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</tr>
<tr>
<td>Other (please specify)</td>
<td>Luggage</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
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</tbody>
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* 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.

** Please note that there is no automatic per diem at UCR. All meals must be itemized on a Travel Voucher to be reimbursed w/ receipt. Please see travel notes above.

**Itemized Meal table, you may use the back if you require more dates.**

<table>
<thead>
<tr>
<th>DATE</th>
<th>City</th>
<th>State</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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Pre-Approval: ___________________ Traveler Sign: ___________________ Final Approval: ___________________