

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.

Pre-Approval Travel Request

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 .53.5 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.

TRIP NO.: _____ **PO:** _____ **PO:** _____
(leave blank) (Airfare) (conf fee)

Please provide all information requested.

Today's Date: _____ Destination (From / To) _____
 Name: _____ Departure **Date & Time:** _____
 Phone No: _____ Return **Date & Time:** _____
 Car License plate no: _____ Purpose of Trip: _____
 Home Address: _____

If you are not a citizen, please provide your Visa type: _____

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

Type of Expense	No. of Days	Estimated Cost	Actual Cost
Air Fare	P.O. #	\$	\$
Rental Car*		\$	\$
Personal Car	Total Miles: _____ x .53.5	\$	\$
Hotel	Number of days:	\$	\$
Conference Registration		\$	\$
Other Transportation	Taxi, bus, shuttle, etc.	\$	\$
Meals**		\$	\$
Parking		\$	\$
Other (please specify)	Luggage	\$	\$
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.

FUNDING SOURCE(s):

Fund No.	Cost Center	Amount/Percentage	Cash Advance*

** 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....

DATE	City	State	Breakfast	Lunch	Dinner	DATE	City	State	Breakfast	Lunch	Dinner

Pre-Approval: _____ **Traveler Sign:** _____ **Final Approval:** _____