

# GUEST TRAVEL

Rev. 02/2022

## REIMBURSEMENT WORKSHEET

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

U.S. Citizen: Yes No

E-mail Address: \_\_\_\_\_ City of Residence: \_\_\_\_\_

Guest ID (if known) \_\_\_\_\_

**Account to be charged:** \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Did you obtain Travel Insurance for this trip? No Yes

**Did you obtain a Travel Advance for this trip?** No Yes \$ \_\_\_\_\_

Was there any personal time during this trip? No Yes From: \_\_\_\_\_ To: \_\_\_\_\_

Initial Departure Location: \_\_\_\_\_ Initial Departure Date: \_\_\_\_\_ Initial Departure Time: \_\_\_\_\_

Arrival Date Arrival Time Departure Date Departure Time

Location 1:				
Location 2:				
Location 3:				
Location 4:				

Final Arrival Location: \_\_\_\_\_ Final Arrival Date: \_\_\_\_\_ Final Arrival Time: \_\_\_\_\_

### 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: \$ \_\_\_\_\_ Parking: \$ \_\_\_\_\_

### PER DIEM (MEALS AND LODGING)

Are you claiming per diem meals? Yes No or Actual Amount \$ \_\_\_\_\_

Are you claiming per diem lodging? Yes No or Actual Amount \$ \_\_\_\_\_

(You must provide receipts for lodging if you are claiming "actual" rather than per diem.)

### MISCELLANEOUS

Registration: \$ \_\_\_\_\_ Telephone/Fax: \$ \_\_\_\_\_ Other (explain): \$ \_\_\_\_\_

Foreign Exchange Fees: \$ \_\_\_\_\_ Exchange Rate Used: \$ 1.00 U.S. = \_\_\_\_\_

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

AUTHORIZING SIGNATURE

DATE

Print name and title: