FOREIGN TRAVEL
REIMBURSEMENT WORKSHEET

TRIP ID: _____

VENDOR ID: _____

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

Name: _____   Date: _____

Employee ID#: _____

Phone No.: _____

E-mail: _____

Home Campus: _____

UC Employee:" ""[gu """No   U.S. Citizen:" "Yes   'No
If not a U.S. Citizen attach a copy of your visa/passport (non-UC employees only)".

Direct Deposit if Available: "Yes   'No

Mailing Address: _____

_____

Project(s) to be charged: _____

Purpose of Travel: _____

Destination: _____

Did you obtain a Travel Advance for this trip?   **No**   **Yes**   **Amount:** $ _____

Was there any personal time during this trip?   No   "Yes   From: _____ To: _____

Are you being reimbursed from any other source?   "Yes   "No   If so, what source? _____

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   Airfare Direct Billed-Connexxus

Private Car Mileage: _____   License Plate #: _____   Check here to confirm your liability insurance.

Rental Vehicle: $ _____   Gas: $ _____   Ferry:$ _____ ""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 and meals if you are claiming "actual" rather than per diem.)

MISCELLANEOUS

Registration: $ _____   Telephone/Fax: $ _____   Other (explain): $ _____

Foreign Exchange Fees:$ _____   Baggage fee:$ _____

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.

PRINCIPAL INVESTIGATOR SIGNATURE   DATE

Traveler's Signature   DATE   Print name and title: