GUEST TRAVEL

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

Name:		Date:				
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 for	r this trip? No	Yes				
Did you obtain a Travel Advance	for this trip? No	Ye	es Amou	unt: \$		
Was there any personal time during	this trip? No	Yes From: _	т	o:		
MEALS AND INCIDENTAL EXPEN	NSES (LIST ACTU	AL EXPENSE	ES ON DAILY L	OG ON PAGE 2)		
There is no per diem for Domest	ic. You may clain	up to \$79 pe	er day.	·		
LODGING						
Did you share a room? Yes	No If so, v	vith whom? _				
Number of nights: Rate:	\$ Tax	:: \$	Other: \$			
Number of nights: Rate:	\$ Tax	x: \$	Other: \$			
Number of nights: Rate:	\$ Tax	c: \$	Other: \$			
TRANSPORTATION						
Airfare: \$ RT Pai	_ RT Paid for by: Credit Card Charged to Department					
Private Car Mileage: Lice	License Plate #: Check here to confirm your liability insurance					
Rental Vehicle: \$	Rental Vehicle Gasoline: \$ UC Vehicle: Yes No					
Taxi/Bus: \$ Train: \$	SO	ther: \$				
MISCELLANEOUS						
Registration: \$Tele/F	ax/Internet: \$	Parking	g: \$	_ 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 SIGI	NATURE 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 \$79.00 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