

Fill out sections applicable to the request.

**MILEAGE ONLY REQUESTS:** Requests may be aggregated and submitted monthly.

**RECEIPTS:** Credit card statements or cancelled checks should **not** be submitted **in lieu of receipts**, but may be submitted as additional back-up to show proof of payment.

**PAYEE:** Payee is the person who personally paid for all expenses being claimed. University travelers normally shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room, or supervised group trips.

**TRIP:**

**Business Purpose:** Activities that contribute to the mission of the University. State purpose and include date and location of the business trip. Include dates, name and affiliation of person with whom you met; research topic, etc.

**Details for Personal Time, Entertainment, or Special Circumstances:**

If **Personal Time** was combined with business travel, the number of personal days, location (s), and/or the expenses associated with personal days of travel must be specified. Comparable airfare quote (see below under "Air") is required if any personal component was included in airfare. **Note: Under no circumstances can personal travel be charged to UC.** For **Entertainment while on travel**, enter business purpose for the entertainment meal(s), date(s) and location(s); list guest names and their affiliations. Enter cost of meal(s) under M&IE section. Any other **Special Circumstances** can be noted in this section, e.g. use to explain any airline change fees; if requesting any caps on reimbursements, or any other comments, special requests, etc.

**PRIVATE CAR:**

Most direct route is reimbursable. **For expenses incurred on or after January 1, 2017** the reimbursement rate for the use of a private automobile for University business travel decreased from 54 cents a mile to 53.5 cents. 53.5 cents is the default rate on the form. If other, override default rate with appropriate rate used for your program BEFORE entering mileage.

**AIR:**

- Submit entire itinerary showing dates and time of travel. Itinerary must show proof of payment (e.g. last four digits of credit card number) when seeking reimbursement.
- **Charged Directly to UC on Connexus (DBID):** Submit entire itinerary showing amount charged. **Flights charged to UC (DBID) cannot include any personal components.**
- If **personal travel** is included/combined with a business trip, submit itinerary for your entire trip with proof of payment for all flights. Indicate which segments were personal. When personal is included/combined with a business trip, submit a **Comparable Airfare Quote** with the following conditions:
  - The quote is for at least a 14-day advance purchase, non-refundable, lower economy fare, on direct flights, for business dates of travel (exclude personal components).
  - Comparable airfare quote should be obtained at the same time you book your actual airline ticket (if not, CSS obtains a quote per above).
  - The lesser of either the actual airfare or the comparable quote is reimbursed.

**OTHER TRANSPORTATION:**

**Rental Car:**

UC allows up to an intermediate size car model, unless a no-cost upgrade is provided. Travelers are expected to use [car rental agencies](#) with which the University has systemwide contracts that include insurance coverage.

**OTHER EXPENSES:**

Select from drop down menu and list any other expenses associated with the trip.

**Conference:** Submit registration fee receipt showing form of payment.

**DAILY EXPENSES:**

**Lodging:** Lodging receipts must be itemized (room, tax, service, internet, room service, etc.) and show zero balance or payment in full. Enter the daily lodging rate based on room and tax only. Other items on bill, e.g. internet, room service, parking, etc. must be separated and entered under each item's appropriate category on this form.

**Meals and Incidental Expenses (M&IE):** M&IE include such items as tips to porters, hotel maids, etc. The maximum allowance for M&IE is \$74.00 a day for **actual** reasonable costs incurred. **The \$74.00 M&IE allowance is a CAP and shall not be treated as a per diem.**

**REDUCTIONS:**

**Travel Advance:** Submit the original travel advance request with this form. Indicate amount received. If the amount of an advance exceeds the reimbursable expenses, write a check made payable to "UC Regents" for the amount due and submit with your request.

If **other reductions** are to be made to the total reimbursable amount, indicate amount to be deducted in box provided (e.g. reduction for personal travel expenses, etc.)

**TOTAL ESTIMATED REIMBURSEMENT:**

Reimbursement is based on submission of complete and proper documentation that meets [UC travel policy guidelines](#), and may be different than the estimated reimbursement requested. CSS will contact you in this case.

**COA:**

Enter **Chart of Account** here, indicate amount to be charged to each fund. If preferred, account code boxes may be left blank for CSS to enter.

**Accounting approval** box is optional and only applies to certain departments that may have internal approvals.

**CERTIFICATION:**

**Traveler must** sign completed and printed form containing the certification statement of expenses incurred.

Authorizer's Signature: (optional) Unit may use this for departmental approvals, PI, etc.

Exceptional Signature: May be needed when additional or exceptional authorization is required.

**Redact Sensitive Information:**

Redact all sensitive information such as credit card numbers, employee and student home addresses, passport numbers, social security numbers, driver's license numbers, bank account numbers, etc. prior to submitting documents. Refer to [Campus Privacy Policy](#) for more information.

**Reminder: Save and Print form PRIOR to obtaining signatures.**