

FOREIGN TRAVEL REIMBURSEMENT WORKSHEET

Rev. 01/2020

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

Name: _____ Date: _____

SS#/Employee ID#: _____ UC Employee: Yes No

Extension: _____ U.S. Citizen: Yes No

E-mail Address: _____ City of Residence: _____

Home Campus: _____ Vendor I.D. # (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

<p style="font-size: small;">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.</p> <p>_____</p> <p style="text-align: center; font-size: x-small;">Traveler's Signature Date</p>	<p style="text-align: center; font-size: small;">AUTHORIZING SIGNATURE DATE</p> <p>_____</p> <p style="font-size: x-small;">Print name and title:</p>
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