

# ENGINEERING: REQUEST FOR TRAVEL REIMBURSEMENT

TRAVELER INFORMATION:									
** Non UCD Employee Must Provide Home Address **					Department:				
NAME (LAST, FIRST):						Group Leader: Yes    No			
COMPLETE ADDRESS:						MSO Approval:			
PHONE #			EMAIL			US CITIZEN Yes    No			
TRIP INFORMATION									
TRAVEL START DATE / TIME:					TRAVEL RETURN DATE / TIME:				
DESTINATION AND PURPOSE FOR TRAVEL:									
Campus Affiliation:    Student                      Employee                      University guest                      Other									
Do you have a Research Travel Award, use Connexus Services or a Pre-Trip Payment? Yes    No									
Was any of this travel paid with your Corporate Card? Yes    No    If yes, please indicate those charges below:									
PRIVATE CAR INFO			AIRFARE				REGISTRATION		
License plate #			Amount				Amount		
Liability Insurance? Yes    No			Paid by:                      Connexus				Paid by:                      Pre-trip payment		
Round-trip mileage									
To		From							
<b>DAILY TRIP EXPENSE: Please account for all expenses by date. Attach receipts for any over \$75.                  If you were hosted by a friend or colleague (ie you stayed at someone's house instead of a hotel)                  please include the host's name and address below</b>									
DATE	AIRFARE	MEALS	REG. FEE	LODGING	MILEAGE	GROUND TRANSPORT	MISC. (SPECIFY ITEM OR DETAILS)	TOTAL PAID BY:	
								CORP. CARD/VISA	PERSONAL
							<u>Total Daily Expenses:</u>		
Account(s) to Charge:						PI Approval:			
Account Manager Approval:						PI Name:			
UCD Employee Traveler's Signature						Date			
<b>Non-Employee sign below:</b> " 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 as required by University Policy."									
Traveler's Signature						Date			
Host Name and Address or Additional Comments:									

# Engineering Travel Tips and Procedures

UC Travel Policies and Procedures: <http://travel.ucdavis.edu>

## **Before you travel:**

**CONFERENCE REGISTRATION:** can be paid on your corporate visa (UCD travel card) or by direct payment from UCD to the conference organizers. If you use your credit card several weeks in advance of the actual conference, direct payment of the registration is probably the better option as your corporate visa card will not be paid until the travel expense reimbursement request is submitted, meaning your balance may become past due and accrue late fees. You may contact the Shared Service Unit for guidance.

**AIRFARE:** can be paid through Connexus within MyTravel, on your corporate credit card, or your personal funds.

## **During your trip:**

The rule of thumb is . . . “when in doubt, save the receipts.”

**CONFERENCE REGISTRATION:** If you registered prior to the trip and you did not get confirmation of payment, please obtain a receipt at the conference, which confirms receipt of payment and the amount paid.

**GROUND TRANSPORT** (Rail, buses, and taxis): Save receipts. If you get handwritten receipts, be sure the date is filled in.

**KEEP EACH TRIP'S EXPENSES SEPARATE:** Each individual trip must be accounted for separately.

## **When you return:**

**SUBMIT YOUR TRAVEL EXPENSE REPORT AND RECEIPTS PROMPTLY:** The quicker you turn in your receipts, the quicker you will be reimbursed and/or your corporate credit card will be paid. If you fill out the form completely and accurately, you can help to speed up the reimbursement process.

## **EXPENSES**

**Personal Car:** Please provide your license number if you had *any* personal automobile-related expenses. This includes mileage, bridge tolls and parking. Also indicate whether or not you have liability insurance, which is required.

**Airfare:** Please provide a copy of the itinerary or your boarding pass. An appropriate receipt will include the dollar amount paid, and confirmation the ticket was paid. Please indicate if you used your corporate card, Connexus, or personal funds.

**Registration:** Please provide a receipt which includes the amount paid and confirmation of payment made/funds received.

**Note:** *It is the traveler's responsibility to inform the Shared Service Unit if airfare or registration was paid via connexus or a pre-trip payment.*

**MEALS & INCIDENTALS:** **UC reimburses actual costs of meals, up to a maximum of \$64 per day.**

**LODGING:** The receipt must be in your name and itemized. While it may be convenient for one person to make two reservations, make sure that when you pay, the receipt lists you as the hotel guest.

**GROUND TRANSPORT:** Save receipts. If you get handwritten receipts, be sure the date is filled in.

**DON'T PAY FOR OTHER TRAVELERS:** each traveler must pay for their own travel expenses and submit their own receipts with the request for travel reimbursement. Do not pay for someone else's meals, travel, lodging, etc., with either cash or credit.

**METHOD OF PAYMENT:** Please be sure to indicate if you paid for expenses using your personal funds, by corporate credit card, or on a pre-trip payment.

**YOUR SIGNATURE:** when you sign your travel reimbursement request, you are certifying that the expenses listed are accurate. Be sure you review what is entered for you in MyTravel before you click submit, and remember, no-one can sign on your behalf.