

Date: _____ Preparer: _____ Phone: _____

PAYEE INFORMATION

Email: _____

Name: _____ Department: _____ Phone: _____
 Payee: _____ ID: _____ Email: _____
 City of Residence: _____ US Citizen/Permanent Resident? Yes No

TRAVEL INFORMATION

Dept Ledger Description: _____

Travel Business Purpose: _____

Trip 1 Duration: _____ **Trip 1 Destination:** _____
 NOTE: For multiple trips/legs, enter data for up to 4 additional trips/legs on following pages. Trip totals will be automatically added to Total Travel Expenses to be Reimbursed.

Begin Trip Date/Time/From Location for DOMESTIC Travel OR Return Trip Date/Time/To Location for DOMESTIC Travel OR Destination Arrival Date/Time for INTERNATIONAL Travel: Destination Departure Date/Time for INTERNATIONAL Travel:
 _____ **From:** Home Office _____ **To:** Home Office

Personal Vehicle Used: License Plate #: _____ Liability Insurance: Yes No
 Mileage: _____ Per Mile Rate: _____ Mileage Expense: _____ Remarks: _____

Rental Vehicle Used: How rented: Fleet Card Personal Credit Card
 Attach final Enterprise receipt. Do not include expense for reimbursement. Include paid receipt showing zero balance

Other Ground Transportation: _____ **Remarks/Comments:** _____ **Remarks/Comments:** _____

Miscellaneous Travel Expenses: _____ **Conference Registration:** Attach conference information and payment confirmation: _____
 Registration bluCard _____
 paid with: Personal Credit Card _____
 (Note: Amount will NOT be reimbursed) (Note: Amount will be reimbursed)

Airfare Expenses: Enter **Direct Bill ID** and **Amount** if Charged through **CONNEXXUS**: Direct Bill ID: _____ Amount: _____
 (Note: Amount will NOT be reimbursed for CONNEXXUS charges) Itinerary **REQUIRED** for both CONNEXXUS and personal credit card travel charges
 Enter **Amount** if Charged with a **personal credit card**: Amount: _____
 (Note: Amount will be reimbursed for personal credit card charges)

Special Circumstances: NOTE: For **DOMESTIC Travel**, Meals/Incidentals (M&I) daily allowance is \$71 and M&I over \$71 must be documented under Special Circumstances. For **INTERNATIONAL Travel**, document M&I over the destination per diem max.

Daily Expenses: enter: **itemized Meals/Incidentals (M&I)/Lodging** OR (INT'L ONLY) per diem M&I (PDM&I) and Lodging
INTER'L ONLY: Click Here for State Dept Per Diem Rate ENTER Per DiemM&I Rate: _____ Select Type: _____
 ENTER Per DiemLodging Rate: _____

Enter Date										Check if Lodging was at a conference hotel: <input type="checkbox"/> NOTE: The T&E system will triple the state dept per diem lodging rate. Attach conference documentation citing lodging.
Bfast										
Lunch										
Dinner										
Incidentals										
PDM&I										
M&I Total										Reimb Trip 1 Total:
Lodging										

BFS CHARTSTRING DISTRIBUTION Travel Advance Rec'd? Yes No Amt Rec'd: _____

BU	ACCOUNT	FUND	DEPT	PGM	CHARTFIELD1	CHARTFIELD2	AMT TO BE PAID	
								Total Travel Expenses to be Reimbursed: _____ Assigned: _____ Remaining: _____

"I hereby certify that the above is a true statement of expenses incurred by me on official University business on the dates shown, within the regulations of the University of California."

Traveler: _____ Date: _____ Department Approval: _____ Date: _____
 Name and Title: _____ Name and Title: _____
Exceptional Approval Signature (if required): _____ Date: _____
 Department Head/Executive: _____
 Name and Title: _____

Name: _____

Date: _____

Trip 2 Duration: _____

Begin Trip (DOMESTIC) OR Dest Arrival (INT'L): _____

From: Home Office

Trip 2 Destination: _____

Return Trip (DOMESTIC) OR Dest Depart (INT'L): _____

To: Home Office

Personal Vehicle Used:

Mileage: _____ Per Mile Rate: _____ Mileage Expense: _____ Remarks: _____

Rental Vehicle Used: How rented: Fleet Card **Attach final Enterprise receipt. Do no include expense for reimbursement.**

Personal Credit Card **Include paid receipt showing zero balance**

Other Ground Transportation: **Remarks/Comments:** _____ **Remarks/Comments:** _____

Miscellaneous Travel Expenses: **Conference Registration:** Attach conference information and payment confirmation:

Registration bluCard (Note: Amount will NOT be reimbursed)

paid with: Personal Credit Card (Note: Amount will be reimbursed)

Airfare Expenses: Itinerary REQUIRED for both CONNEXXUS and personal credit card travel charges

Enter **Direct Bill ID** and **Amount** if Charged through CONNEXXUS: Direct Bill ID: _____ Amount: _____

(Note: Amount will NOT be reimbursed for CONNEXXUS charges)

Enter **Amount** if Charged with a **personal credit card:** Amount: _____

Special Circumstances: NOTE: For DOMESTIC Travel, Meals/Incidentals (M&I) daily allowance is \$71 and M&I over \$71 must be documented under Special Circumstances. For INTERNATIONAL Travel, document M&I over the destination per diem max.

Daily Expenses: enter itemized Meals/Incidentals (M&I)/Lodging OR (INT'L ONLY) enter per diem M&I (PDM&I) and Lodging

INTER'L ONLY: [Click Here for State Dept Per Diem Rate](#) ENTER Per DiemM&I Rate: _____ Select _____
 ENTER Per DiemLodging Rate: _____ Type: _____

Enter Date										
Bfast										
Lunch										
Dinner										
Incidentals										
PDM&I										
M&I Total										
Lodging										

Check if Lodging was at a conference hotel:

NOTE: The T&E system will triple the state dept per diem lodging rate. Attach conference documentation citing lodging.

Reimb Trip 2 Total: _____

Trip 3 Duration: _____

Begin Trip (DOMESTIC) OR Dest Arival (INT'L): _____

From: Home Office

Trip 3 Destination: _____

Return Trip: (DOMESTIC) OR Dest Depart (INT'L) _____

To: Home Office

Personal Vehicle Used:

Mileage: _____ Per Mile Rate: _____ Mileage Expense: _____ Remarks: _____

Rental Vehicle Used: How rented: Fleet Card **Attach final Enterprise receipt. Do no include expense for reimbursement.**

Personal Credit Card **Include paid receipt showing zero balance**

Other Ground Transportation: **Remarks/Comments:** _____ **Remarks/Comments:** _____

Miscellaneous Travel Expenses: **Conference Registration:** Attach conference information and payment confirmation:

Registration bluCard (Note: Amount will NOT be reimbursed)

paid with: Personal Credit Card (Note: Amount will be reimbursed)

Airfare Expenses: Itinerary REQUIRED for both CONNEXXUS and personal credit card travel charges

Enter **Direct Bill ID** and **Amount** if Charged through CONNEXXUS: Direct Bill ID: _____ Amount: _____

(Note: Amount will NOT be reimbursed for CONNEXXUS charges) (Note: Amount will be reimbursed for personal credit card charges)

Enter **Amount** if Charged with a **personal credit card:** Amount: _____

Special Circumstances: NOTE: For DOMESTIC Travel, Meals/Incidentals (M&I) daily allowance is \$71 and M&I over \$71 must be documented under Special Circumstances. For INTERNATIONAL Travel, document M&I over the destination per diem max.

Daily Expenses: enter itemized Meals/Incidentals (M&I)/Lodging OR (INT'L ONLY) enter per diem M&I (PDM&I) and Lodging

INTER'L ONLY: [Click Here for State Dept Per Diem Rate](#) ENTER Per DiemM&I Rate: _____ Select _____
 ENTER Per DiemLodging Rate: _____ Type: _____

Enter Date										
Bfast										
Lunch										
Dinner										
Incidentals										
PDM&I										
M&I Total										
Lodging										

Check if Lodging was at a conference hotel:

NOTE: The T&E system will triple the state dept per diem lodging rate. Attach conference documentation citing lodging.

Reimb Trip 3 Total: _____

Name: _____

Date: _____

Trip 4 Duration: _____ **Begin Trip (DOMESTIC) OR Arrive Dest (INT'L):** _____
Trip 4 Destination: _____ **From:** Home Office
Personal Vehicle Used: _____ **Return Trip (DOMESTIC) OR Depart Dest (INT'L):** _____
Mileage: _____ **Per Mile Rate:** _____ **Mileage Expense:** _____ **Remarks:** _____
Rental Vehicle Used: How rented: Fleet Card **Attach final Enterprise receipt. Do no include expense for reimbursement.**
 Personal Credit Card **Include paid receipt showing zero balance**
Other Ground Transportation: _____ **Remarks/Comments:** _____
Miscellaneous Travel Expenses: _____ **Conference Registration:** Attach conference information and payment confirmation:
 Registration bluCard (Note: Amount will NOT be reimbursed) _____
 paid with: Personal Credit Card (Note: Amount will be reimbursed) _____

Airfare Expenses: Itinerary REQUIRED for both CONNEXXUS and personal credit card travel charges
 Enter **Direct Bill ID** and **Amount** if Charged through CONNEXXUS: Direct Bill ID: _____ Amount: _____
 (Note: Amount will NOT be reimbursed for CONNEXXUS charges) (Note: Amount will be reimbursed for personal credit card charges)
 Enter **Amount** if Charged with a **personal credit card:** Amount _____

Special Circumstances: NOTE: For DOMESTIC Travel, Meals/Incidentals (M&I) daily allowance is \$71 and M&I over \$71 must be documented under Special Circumstances. For INTERNATIONAL Travel, document M&I over the destination per diem max.

Daily Expenses: enter itemized Meals/Incidentals (M&I)/Lodging OR (INT'L ONLY) enter per diem M&I (PDM&I) and Lodging
INTER'L ONLY: Click Here for State Dept Per Diem Rate ENTER Per Diem M&I Rate: _____ Select _____
 ENTER Per Diem Lodging Rate: _____ Type: _____

Enter Date											Check if Lodging was at a conference hotel: <input type="checkbox"/> NOTE: The T&E system will triple the state dept per diem lodging rate. Attach conference documentation citing lodging.
Bfast											
Lunch											
Dinner											
Incidentals											
PDM&I											
M&I Total											
Lodging											Reimb Trip 4 Total: _____

Trip 5 Duration: _____ **Begin Trip (DOMESTIC) OR Arrive Dest (INT'L):** _____
Trip 5 Destination: _____ **From:** Home Office
Personal Vehicle Used: _____ **Return Trip (DOMESTIC) OR Depart Dest (INT'L):** _____
Mileage: _____ **Per Mile Rate:** _____ **Mileage Expense:** _____ **Remarks:** _____
Rental Vehicle Used: How rented: Fleet Card **Attach final Enterprise receipt. Do no include expense for reimbursement.**
 Personal Credit Card **Include paid receipt showing zero balance**
Other Ground Transportation: _____ **Remarks/Comments:** _____
Miscellaneous Travel Expenses: _____ **Conference Registration:** Attach conference information and payment confirmation:
 Registration bluCard (Note: Amount will NOT be reimbursed) _____
 paid with: Personal Credit Card (Note: Amount will be reimbursed) _____

Airfare Expenses: Itinerary REQUIRED for both CONNEXXUS and personal credit card travel charges
 Enter **Direct Bill ID** and **Amount** if Charged through CONNEXXUS: Direct Bill ID: _____ Amount: _____
 (Note: Amount will NOT be reimbursed for CONNEXXUS charges) (Note: Amount will be reimbursed for personal credit card charges)
 Enter **Amount** if Charged with a **personal credit card:** Amount _____

Special Circumstances: NOTE: For DOMESTIC Travel, Meals/Incidentals (M&I) daily allowance is \$71 and M&I over \$71 must be documented under Special Circumstances. For INTERNATIONAL Travel, document M&I over the destination per diem max.

Daily Expenses: enter itemized Meals/Incidentals (M&I)/Lodging OR (INT'L ONLY) enter per diem M&I (PDM&I) and Lodging
INTER'L ONLY: Click Here for State Dept Per Diem Rate ENTER Per Diem M&I Rate: _____ Select _____
 ENTER Per Diem Lodging Rate: _____ Type: _____

Enter Date											Check if Lodging was at a conference hotel: <input type="checkbox"/> NOTE: The T&E system will triple the state dept per diem lodging rate. Attach conference documentation citing lodging.
Bfast											
Lunch											
Dinner											
Incidentals											
PDM&I											
M&I Total											
Lodging											Reimb Trip 5 Total: _____