

DEPARTMENT OF STATISTICS

Non-UCB employee Domestic Travel Reimbursement

For travel between 1 and 29 days duration, in the continental US.

Travel to Alaska, Hawaii and all foreign destinations, please use the Foreign Travel Reimbursement Request.

Date of request

US citizen? Yes No

Traveler Name

Permanent Resident? Yes No

social security number (required)

UC employee? Yes No

If mileage is requested:

Mailing Address:

Vehicle Lic No.

City Residence

Liability Ins. Yes No

email address:

Trip Purpose

Trip Location

Date & Time (rounded to nearest hour) traveler left home or office

Date & Time (rounded to nearest hour) traveler returned to home or office

Please itemize expenses below:

(Receipts required for all expenses over \$75.00)

description

amount

date

Did you stay in a Conference Hotel? Yes No

There is NO per diem for domestic travel of less than 30 days. Please itemize meal and incidental expenses below. The maximum per day is \$64.00.

Please provide receipts whenever possible. Inserting round numbers to total the daily maximum is not acceptable.

Meals & Incidentals

date:

Breakfast

Lunch

Dinner

Incidental

Fund to be charged to:

Signature of traveler