

DEPARTMENT OF STATISTICS

Domestic Travel Reimbursement Request

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

Traveler Name

Employee/student ID/SSN
(please circle one)

US citizen?	Yes	No
Permanent Resident?	Yes	No
UC employee?	Yes	No

If mileage is requested: Vehicle Lic No.
 City Residence
 Liability Ins. Yes No

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
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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
