

DEPARTMENT OF STATISTICS

Foreign Travel Reimbursement Request

For travel to Alaska, Hawaii and all foreign destinations
Travel to contiguous US destinations please use the Domestic 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

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

If per diem is requested:

meals, incidentals & lodging
per diem meals & incidentals only
per diem lodging only

Meals & Incidentals date:

Breakfast

Lunch

Dinner

Incidental

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Fund to be charged to:

Signature of traveler _____