

# CECS TRAVEL REPORT

Name \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

SSN \_\_\_\_\_ Employee ID No \_\_\_\_\_ Phone \_\_\_\_\_

Purpose of travel \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_

Advance Number

Return Date \_\_\_\_\_ Time \_\_\_\_\_

	Receipt 1	Receipt 2	Receipt 3	Receipt 4	Total
Airfare <sup>1</sup>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Lodging <sup>1</sup>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Registration <sup>1</sup>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Rental Car <sup>1</sup>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Taxi, Bus, Train <sup>2</sup>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Taxi, Bus, Train <sup>2</sup>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other <sup>1,2</sup>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Mileage <sup>3</sup>	<input style="width: 100%;" type="text"/>	Rate <input style="width: 100%;" type="text"/>	License # <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
U.S. Per Diem: <sup>4</sup>	Mo/Day <input style="width: 100%;" type="text"/>				
	Amount <input style="width: 100%;" type="text"/>				<input style="width: 100%;" type="text"/>
Foreign Per Diem <sup>5</sup>	<input style="width: 100%;" type="text"/> (City / Country)				
	No. of Days <input style="width: 100%;" type="text"/>	Rate <input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/> (City / Country)				
	No. of Days <input style="width: 100%;" type="text"/>	Rate <input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>

**Total Reimbursement Due**

Policy and Procedure

1. Attached all original travel related receipts, (i.e. airline ticket, hotel folio, rental car receipt, conference registration form and receipt).
2. Ground transportation, receipt not required if under \$75.00
3. Mileage Rate is \$0.405 cents/mile. License plate number required.
4. U.S. Meal maximum daily limit is \$50.00, actual expenses--RECEIPTS REQUIRED. Per Diem: Trips longer than 24 hours but fewer than 30 days: \$50; Trips longer than 12 hours but fewer than 24 hours: \$33.00.
5. Check with Christina Dinh for Foreign Per Diem rates or visit <http://www.state.gov/m/a/als/prdm/>

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, that I have attached original receipts as required by UC Policy.

Traveler Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Charge Account/Fund #

PI / Supervisor Approval \_\_\_\_\_

Date \_\_\_\_\_

(signature)