

# WCPS TRAVEL REPORT FORM

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

Social Security No \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

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

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 (explain) <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"/>
Meals - U.S. <sup>4</sup>	Mo/Day <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"/>
	Amount <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"/>

Meals - Foreign (or Per Diem) <sup>5</sup>  (City / Country)  
 No. of Days  Rate

(City / Country)  
 No. of Days  Rate

**Total Reimbursement Due**

Instructions

1. Attach all original travel related receipts, (i.e. airline ticket w/ ticket no., hotel folio, rental car receipt, conference registration form and receipt).
2. Ground transportation, receipt not required if under \$75.00
3. Mileage Rate is \$0.55 cents/mile. License plate number required.
4. U.S. Meal maximum daily limit is \$64.00, actual expenses-- ITEMIZED RECEIPTS REQUIRED.
5. Published Per Diem rates may be used for Foreign travel, meals and/or Lodging, if not reimbursing from actual receipts.

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 \_\_\_\_\_  
 (signature)

Date \_\_\_\_\_