DOMESTIC TRAVEL REIMBURSEMENT WORKSHEET Submit completed form along with all original receipts to your travel processor

Name: Date: UC Employee: Yes No SS#/Employee ID#: _____ Address: U.S. Citizen: Yes No City of Residence: Phone:_____ Vendor ID (if known): _____ Home Campus: ____ E-mail Address: Account to be charged: Purpose of Travel: Destination (Departure Location if to UCSB): Initial Departure Date: Return Date: Initial Departure Time: _____ Return Time: ____ Did you obtain a Travel Advance for this trip? No_____ Yes Amount: \$ Was there any personal time during this trip? No Yes From: _____ To: _____ **MEALS AND INCIDENTAL EXPENSES (LIST ACTUAL EXPENSES ON PAGE 2)** Actual amount spent on meals listed on daily log. You may claim up to \$74 per day. There is no per diem for Domestic (See page 2 for daily log.) LODGING Did you share a room? Yes____ No____ If so, with whom? _____
 Number of nights:
 Rate: \$_____
 Tax: \$_____
 Other: \$_____
 Number of nights: _____ Rate: \$_____ Tax: \$_____ Other: \$_____ Number of nights: _____ Rate: \$_____ Tax: \$_____ Other: \$_____ TRANSPORTATION Airfare: \$_____ RT Paid for by: Credit Card_____ Charged to Department ____ Private Car Mileage: _____ License Plate #: _____ Check here to confirm your liability insurance Rental Vehicle: \$_____ Rental Vehicle Gasoline: \$_____ UC Vehicle: Yes No Taxi/Bus: \$_____ Train: \$_____ Other: \$_____ **MISCELLANEOUS** Registration: \$_____ Tele/Fax/Internet: \$_____ Parking: \$_____ Other (explain): \$ Comments: SIGNATURES 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, and that I have attached AUTHORIZING SIGNATURE DATE original receipts for each expense of \$75 or more, as required by University policy. AUTHORIZING SIGNATURE DATE Print name and title

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MEALS AND INCIDENTALS

Please indicate by date the actual amounts spent for Breakfast, Lunch, Dinner, and any Incidentals. Please keep in mind that the allowed Maximum is \$62.00 for each 24-hour period (domestic rate). Foreign rate will vary depending on city and country.

ACTUAL EXPENDITURES AS REQUIRED BY G-28 Travel Regulations:

Date	Breakfast	Lunch	Dinner	Incidentals	Daily Total

Subsistence Expenses (starts page 25)
Reporting Travel Expenses (starts page 41)

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