

# TRAVEL Reimbursement Form

Please scan all original receipts or take photos

Submit electronically to:

- |   |  |
|---|--|
| <input type="checkbox"/> Employee (including student employee)              | <input type="checkbox"/> Non- Employee Student |
| <input type="checkbox"/> Unaffiliated Individual (Neither Employee/Student) | <input type="checkbox"/> Vendor (e.g. Hotel)   |

## UCI EMPLOYEE

**Name:** \_\_\_\_\_

**UCINetID:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

\*\*Employees: make sure you have TEM profile set-up in KFS prior to submitting [Instructions](#)

## NON UCI EMPLOYEE

**US Citizen:**       YES       NO

\*Please provide a copy of Permanent Resident Card: or I-94, Visa, passport and [Certificate of Academic Activity](#)

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## TRIP INFORMATION:

**Destination (City, State, Country):** \_\_\_\_\_

**Departure Date:** \_\_\_\_\_ **Return Date:** \_\_\_\_\_

**Departure Time:** \_\_\_\_\_ **Return Time:** \_\_\_\_\_

**Purpose of Travel:** \_\_\_\_\_

EXPENSE TYPE:	INSTRUCTIONS/POLICY:	AMOUNT:
Airfare	Itinerary & Receipt <b>Required</b> (must include Ticket # and proof of payment)	
Lodging	Itemized Hotel Folio ( <b>Room &amp; Tax Only</b> )	
Registration	Receipt & Copy of Conference Agenda      Meals Included? <input type="checkbox"/>	
Membership Fee	Original Receipts showing proof of payment <b>required</b>	
Rental Car	Receipt must show proof of payment, rental agreement # and mileage	
Taxi/Bus/Shuttle/Train	Original Receipts <b>required</b> for expenses over \$75	
Parking/Toll Road	Original Receipts <b>required</b> for expenses over \$75	
Mileage	Vehicle Liability Insurance?    Yes <input type="checkbox"/> No <input type="checkbox"/> <a href="#">Mileage Log</a>	
Meals	Actual Meal Expenses up to \$79 per day <a href="#">Meal Log</a>	
Other Expenses	(Gas, Internet, Baggage Fee, Supplies, Etc.) <a href="#">Other Expenses Log</a>	
Foreign Per Diem	Please complete Daily Meal Log <a href="#">Meal Log</a>	
Daily amount to cover meal and lodging expenses		<a href="#">Per Diem Rates</a>

Total (US \$):	
Reimburse Traveler:	
Pay UCI Corporate Card:	

## TRAVEL EXPENSE CERTIFICATION

I certify the statements herein are true in all respects; that payment of the amounts claimed has not and will not be reimbursed to the traveler from any other source(s); that travel performed for which reimbursement is claimed was performed by the traveler on University business and that no claims are included for expense of a personal nature or for any other expense not authorized for University business. I have attached original receipts as required by UC Policy and understand the Privacy Notification.

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

PI Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FUNDING

BUDGET CODE/KFS ACCOUNT: \_\_\_\_\_ FO APPROVAL: \_\_\_\_\_