

**UCSB DEPARTMENT OF GEOGRAPHY
REQUEST FOR TRAVEL APPROVAL, TRAVEL ADVANCE
& TRAVEL RECONCILIATION**



Date: _____ Traveler: _____ Employee I. D. #: _____

Address: _____ Email address _____

_____ Phone # _____

Grant(S) To Be Charged: _____ \$ _____

Federal Government Employee: Yes ___ No ___ Citizenship: US ___ Other: _____

Destination: _____

Purpose Of Trip: _____

Dates of Trip: _____

TRAVEL ADVANCE: REQUEST

LODGING \$ _____ MEALS \$ _____ REGISTRATION FEE \$ _____

TRANSPORTATION \$ _____ AIRFARE PAID HOW? _____

TOTAL AMOUNT REQUESTED FOR TRAVEL ADVANCE: \$ _____ *keep all receipts

RECEIPTS REQUIRED FOR ALL EXPENSES OVER \$25.00 (ATTACH ALL RECEIPTS TO FORM)

RECONCILIATION FOR TRAVEL EXPENSES:

TRANSPORTATION:

AIRFARE \$ _____ TAXI \$ _____

PRIVATE CAR MILEAGE: _____ @ 0.50 cents per mi. (effect. 1/01/10) \$ _____

CAR LICENSE: _____ LIABILITY INSURANCE ON PRIVATE CARS Y or N

RENTAL CAR:\$ _____ PARKING \$ _____

SUBSISTENCE DATES:

DEPARTURE DATE: _____ TIME _____

RETURN DATE: _____ TIME _____

PLEASE INDICATE MEAL EXPENSES BELOW:

DATE	BREAKFAST	LUNCH	DINNER	INCID	TOTAL
*FOR ADDITIONAL DAILY MEALS EXPENSES, PLEASE INCLUDE ON AN ATTACHED SHEET				Total Meals & Incidentals →	

Reimbursed per actual expenses incurred

DAILY MAXIMUM IS \$64.00

LODGING:\$ _____

OTHER COSTS:\$ _____

→ TOTAL ACTUAL TRIP EXPENDITURES:\$ _____

TRAVELER'S SIGNATURE: _____

P.I./CHAIRPERSON SIGNATURE: _____

UCSB TRAVEL POLICY

- A. Travel within all the United States (including Alaska & Hawaii) will be reimbursed based upon actual receipts, NOT PER DIEM. Lodging is reimbursed per hotel receipts (no maximum limits).

DAILY MAXIMUM: \$64.00 (effective 9/01/01); prorated for partial travel days

3 up to 9 hours = ¼ or .25 days

9 up to 15 hours = ½ or .50 days

15 up to 21 hours = ¾ or .75 days

21 up to 24 hours = one day

Daily Meal and Incidentals (M&I) for travel less than 24 hours: is no longer eligible for any M&I reimbursement (effective 1/2009).

*Note: we cannot reimburse for purchase of alcohol.

- B. Actual receipts required for anything over \$75 and for all lodging, registration fees, all transportation, and extraordinary items.
- C. When lodging with a friend instead of a hotel, the cost of a gift to the host/hostess, not to exceed \$75, can be reimbursed with a receipt. Only one gift per stay may be provided to a host/hostess. A receipt must be submitted with the Travel Expense Voucher for any gift of \$25 or more.
- D. One phone call home per day not exceeding \$5.00 can be reimbursed.
- E. Foreign travel is based on Federal per diem rates. Geography Research can determine that rate for you.
- F. Long term travel (30 days or more) has special rates. Geography Research can determine that rate for you.
- G. Mileage reimbursement rates:
- ♣ Automobiles - employee owned (including vans) \$0.50 mile
(as of 1/1/2010)
 - ♣ Optional rate (certification required) up to \$0.30/mile
 - ♣ Specially-equipped vehicles for travelers with physical disabilities (certification required) \$0.37/mile
- H. When a privately-owned automobile operated by a UC employee in the course of conducting UC business is damaged by collision or other accidental damage, reimbursement for repair expenses borne by the employee up to \$500 or the amount of deductible (co-insurance) whichever is lesser, may be allowed. Expenses recoverable from insurance coverage are not allowed. The amount shall be charged to the account funding the trip.