Reset Form

**Are you a student?** ☐

**If yes, which lab?** _____

## Travel Reimbursement Form

**Name:** _____ **Account to be charged:** _____

**US Citizen:** Yes ☐ No ☐ **City of Residence:** _____

**Trip Destination:** _____

**Trip Purpose:** _____

**Departure Date:** _____ **Departure Time:** _____ AM ☐ PM ☐

**Return Date:** _____ **Time of Return:** _____ AM ☐ PM ☐

**Have expenses incurred prior to travel been processed?:** Yes ☐ No ☐

**Did you use Aggie Travel/Connexxus for reservations for this trip?:** Yes ☐ No ☐

**Did you use a University Corp Card for any of the below expenses?:** Yes ☐ No ☐

**If Yes, put an astrisk by expenses and last 4 digits of card #:** _____

| Expense Date | Expense Type | Location of Expense | Amount | Itemized Receipt ? |
|---|---|---|---|---|
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| | | | **TOTAL:** | 0.00 |

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 original itemized receipts for each expense of $25.00 or more, as required by the University of California Policy.

**Employee Signature :** _____ **Date:** _____

**PI Signature (if required) :** _____ **Date:** _____