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 ?
			TOTAL:	

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: _____