



**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: _____ Personal Time (if any): _____

TRAVEL ADVANCE: REQUEST (Requests must be submitted at least 3 weeks prior to departure date to allow sufficient time for processing.)

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

TRANSPORTATION \$ _____ AIRFARE PAID HOW? _____

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

RECEIPTS REQUIRED FOR ALL EXPENSES OVER \$75.00 (ATTACH ALL RECEIPTS TO FORM)

RECONCILIATION FOR TRAVEL EXPENSES:

TRANSPORTATION:

AIRFARE \$ _____ TAXI/BUS/TRAIN \$ _____

PRIVATE CAR MILEAGE: _____ @ 53.5 cents/mile (eff. 1/1/2017) \$ _____

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

RENTAL CAR:\$ _____ RENTAL CAR GAS \$ _____

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 \$71.00

LODGING:\$ _____

PARKING: \$ _____ REGISTRATION: \$ _____

OTHER COSTS (explain): \$ _____

→ TOTAL ACTUAL TRIP EXPENDITURES:\$ _____

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 receipts for each expense as required by University policy.

Traveler's Signature

Date

PI/Chairperson Signature

Date

UCSB TRAVEL POLICY

(Complete UC Travel policy available at: <http://policy.ucop.edu/doc/3420365>)

*In accordance with University policy, all travel reimbursement requests must be submitted to the UCSB Travel Accounting office **within 45 days** of the end of travel. To ensure reimbursement, please submit your travel worksheet and receipts to Geography **within 30 days** of the end of travel.*

A. Travel within all the United States (excluding Alaska & Hawaii) will be reimbursed based upon actual receipts, NOT PER DIEM. Lodging is reimbursed per hotel receipts.

DAILY MAXIMUM: \$71.00 (as of 6/2014); prorated for partial travel days

3 up to 9 hours = $\frac{1}{4}$ or .25 days

9 up to 15 hours = $\frac{1}{2}$ or .50 days

15 up to 21 hours = $\frac{3}{4}$ or .75 days

21 up to 24 hours = one day

Daily Meal and Incidentals (M&IE) for travel less than 24 hours: is no longer eligible for any M&IE 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. (Travel to Hawaii and Alaska are reimbursed per this policy.) Foreign meal and lodging receipts are required when per diem is not claimed. The method used to claim expenses must be used consistently throughout the trip.

F. Long term travel (30 days or more) will be treated in the same way as short term travel. This policy has been changed.

G. Mileage reimbursement rates: **(as of 1/1/2017)**

♣ Automobiles - employee owned (including vans): \$0.535/mile

♣ Driving or shipping an automobile in connection with a move or relocation: \$0.17/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.

I. UC Policy states that rental vehicles should be booked through UC CONNEXXUS, which covers rental vehicle insurance automatically. Travelers will not be reimbursed for insurance on Collision Damage or Roadside Assistance if booked directly with a rental company.