

UC SANTA BARBARA  
Geography

TRAVEL WORKSHEET  
REQUEST FOR TRAVEL ADVANCE &  
TRAVEL RECONCILIATION

Date: \_\_\_\_\_ Traveler: \_\_\_\_\_ Employee I. D. #: \_\_\_\_\_

Address: \_\_\_\_\_ Email address \_\_\_\_\_

Phone # \_\_\_\_\_

Project(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: \_\_\_\_\_ @ 56 cents/mile (eff. 1/1/2021) \$ \_\_\_\_\_

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				<b>Total Meals &amp; Incidentals →</b>	

**Reimbursed per actual expenses incurred (DAILY MAXIMUM IS \$62.00)**

LODGING (max \$275/night, before taxes & mandatory hotel fees):\$ \_\_\_\_\_

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. Maximum lodging reimbursement rate is \$275 per night, excluding taxes and mandatory hotel fees.

**DAILY MAXIMUM for M&IE: \$62.00 (as of 10/2017); 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. Foreign travel is based on Federal per diem rates. The department 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.

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

F. Mileage reimbursement rates: **(as of 1/1/2021)**

♣ Automobiles - employee owned (including vans): \$0.56/mile

♣ Driving or shipping an automobile in connection with a move or relocation: \$0.16/mile

G. 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.

H. 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.