

GEOGRAPHY RESEARCH-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: LODGING \$ _____ MEALS \$ _____ REGISTRATION FEE \$ _____
REQUEST 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: _____ @. 4850 cents per mi. (effect. 1/01/07) \$ _____
 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	BRKFST	LUNCH	DINNER	INCID	TOTAL

*FOR ADDITIONAL DAILY MEALS EXPENSES, PLEASE INCLUDE ON AN ATTACHED SHEET

Reimbursed per actual expenses incurred

DAILY MAXIMUM IS \$64.00 **TOTAL MEALS & INCIDENTALS \$:_____**
FOR TRAVEL 24 HOURS AND LESS, BUT MORE THAN 10 HOURS (AND NOT BETWEEN THE HOURS OF 7:00 a.m. AND 7:00 p.m.) THE MAXIMUM IS \$33.00.

☞ LODGING:\$ _____
 ☞ OTHER COSTS:\$ _____
 ☞ **TOTAL ACTUAL TRIP EXPENDITURES:\$** _____

TRAVELER'S SIGNATURE: _____
P.I.'S/CHAIRPERSON'S 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 for travel less than 24 hours: Travel occurring between 7:00 a.m. and 7:00 p.m. is ineligible for meal allowance. For travel more than 10 hours, but less than 24 hours, the maximum meal allowance is \$33.00 (no breakdown).

*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. (***new**)
- 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) | \$0.4850/mile
(*new 1/1/07) |
| ♣ 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.