Travel Reimbursement Procedures

Note: Transportation expenses are reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.

1. Submit all reimbursable receipts as agreed upon by sponsor and proof of payment such as credit card receipt, credit card statement, or copy of cancelled check, etc. No receipt is necessary if you used your private car and are claiming only mileage.

2. If you paid for anything by credit card, you will need to submit both the itemized bill/invoice and the credit card receipt. If the credit card receipt is not available, you will need to wait until the charge shows up on your monthly statement and submit that in lieu of the receipt.

3. Send all reimbursable items to Diana Marroquin, University of California Riverside, Multidisciplinary Unit, 3111 INTS, Riverside, CA, 92521.

4. The travel voucher will be processed and then it will be returned to you for your review and signature. You will need to return the signed copy to me.

5. Once we receive the signed travel voucher, it will take approximately three weeks for you to receive your reimbursement.
The Multidisciplinary Unit
TRAVEL REIMBURSEMENT REQUEST

TRAVELER'S INFORMATION
Department: ETST, IDPG, MCS, RLST, WMST
(please circle the appropriate department)

You must provide an ITEMIZED receipt for your lodging.

(PLEASE WRITE CLEARLY)

Date: ______________________________ Name of Traveler: _______________________________

Traveler Social Security #: _______________________________ Email Address: _______________________________

Telephone Extension: _______________________________ Fax Number (_____) _______________________________

Dates of Trip: _______________________________ Time: _________am / pm

Departure Date: _______________________________ Return Date: _______________________________

Time: _________am / pm

Origin & Destination of the trip: ___________________________________________________________

Purpose of Trip: ________________________________________________________________

Faculty Sponsor: ______________________________________________________________

EXPENSE ESTIMATION

Transportation

<table>
<thead>
<tr>
<th>Type</th>
<th># of days</th>
<th>Cost</th>
<th>Foreign Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Car</td>
<td></td>
<td>$_____________</td>
<td></td>
</tr>
<tr>
<td>Personal Car - License #</td>
<td># of miles</td>
<td>$_____________</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Please provide starting &amp; ending addresses for mileage)</td>
<td></td>
</tr>
<tr>
<td>Airplane</td>
<td></td>
<td>$_____________</td>
<td></td>
</tr>
<tr>
<td>Bus</td>
<td></td>
<td>$_____________</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td>$_____________</td>
<td></td>
</tr>
</tbody>
</table>

Miscellaneous Expenses:

<table>
<thead>
<tr>
<th>Expenses</th>
<th># of days</th>
<th>Cost</th>
<th>Foreign Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
<td></td>
<td>$_____________</td>
<td></td>
</tr>
<tr>
<td>Conference Registration</td>
<td></td>
<td>$_____________</td>
<td></td>
</tr>
<tr>
<td>Meal Expenses</td>
<td></td>
<td>$_____________</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td>$_____________</td>
<td></td>
</tr>
</tbody>
</table>

(Please explain/describe)

Estimated Total Expenses: $_____________

For MDU/Accounting Use Only

Approval: _______________________________

Faculty Sponsor Approval

Approval: _______________________________

Department Chair Approval

Trip #: _______________________________

Account #: _______________________________

Activity: _______________________________

Fund: _______________________________

Function: _______________________________

Cost Center: _______________________________

Budget Category: _______________________________

Project Code: _______________________________

Special: _______________________________

Memo-For Professor Use Only: