

Architecture Travel Expense Reimbursement Request

Name of Traveler:

Vendor #:

Mailing Address:

Telephone Number:

Employee ID Number:
(or Student ID Number)

E-mail address:

Purpose of Travel (Please include city of destination and name of conference):

License Plate Number:
(if private car used)

Date of departure:

Date of return:

Insurance: Yes No

Time of departure:

US. Citizen Yes No

Time of return:

If no, Visa Type:

Please include UC W-8BEN & copy of VISA

COR Travel Grant: Yes No

IMPORTANT: Attach itinerary, boarding passes and **original receipts** for airline and other transportation, food, lodging, and miscellaneous expenses. **Photocopies of receipts are not acceptable.** For electronic tickets, please provide confirmation itinerary with flight, ticket number, and payment information.

Itemize expenses by day:

Date	Description (Lodging, travel, meals, etc)	Amount
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Total anticipated reimbursement:

Certification of Traveler

I hereby 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 of \$75.00 or more, as required by University policy.

Host's Signature: _____

Date:

Budget to be charged:

(rev. 04/07)