

Business Travel Reimbursement

Reimbursee Name _____ Today's Date _____

Business Purpose _____

Conference/Meeting Name	Location	Conference Dates

Fund Source(s):

(fund names or speedtypes) _____

Invited speaker? _____ Accommodations or Travel award? _____

(please provide talk invitation supporting document(s), meeting program showing your session, and/or email correspondence)

Registration	Membership	Airfare	Lodging	Internet	Poster	Abstract		

Date								
Breakfast								
Lunch								
Dinner								
Incidentals								
Daily total								

Ground Transport	Rcpt?	Date	From	To	Cost or Mileage	Comments/Notes/ Shared with (Names/Lab)
BART/MUNI	N	01-Jan-11	Home	SFO	\$8.50	(sample: share with Names/Lab/Inst)

Comments: _____

By signing, I certify that all expenses claimed above are incurred by me while doing UCSF business and are true and correct.

Reimbursee Signature _____ Approver's Signature _____

For non-employee, please fill out the following: Approver's Name _____

SS# _____ Phone _____ Email: _____

Mailing Address _____

Incomplete form will be returned to you unprocessed. Insufficient documents or any issues will cause a delay in processing. Please submit all itemized original receipts, flight itineraries (+comparable quotes if actual itinerary includes extra stay or more destinations), meeting agenda/program/schedule, and any supporting documentation. Leave comments for any non-self explanatory expense(s). Note "MR" on any "missing-receipt" item(s). For shared expenses or split funds, indicate the % and fund source(s) for each. If the fund source(s) doesn't belong to you, additional approval signature is required. Meal cap is \$71/day for domestic travel. Per-diem rate is NOT allowed on domestic travel. For any expense/meal that is provided by the conference/meeting, you will not be reimbursed. Deduct any alcohol purchase/consumption on the receipt.