



## Travel Voucher Worksheet

Name: \_\_\_\_\_

Project(s) to charge: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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

Department: \_\_\_\_\_

Check mailing address: \_\_\_\_\_

If available, do you want direct deposit:  Yes  No

Home Institution: \_\_\_\_\_

U.S. Citizen?  Yes  No

Initial Departure Location: \_\_\_\_\_

If not a U.S. Citizen attach a copy of your VISA/Passport (non-UC employees only).

Destination: \_\_\_\_\_

UC Employee?  Yes  No

Purpose of Trip: \_\_\_\_\_

Itinerary		Date	Time	Date	Time
Exact date & time of departure (from home):	@			Exact date & time of arrival (at destination):	@
Exact date & time of departure (from destination):	@			Exact date & time of arrival (at home):	@

If your itinerary is more complex, e.g. spent time at several sites, please use the back of this sheet to write it out in the same format as above or attach a separate sheet.

Any personal time taken on this trip?  Yes  No If yes, dates: \_\_\_\_\_

Expenses		Options	Amount to reimburse
Meals & Incidentals	Actual amount spent: Please use back of sheet.	\$	Maximum allowed rate is: \$79 per 24 hours. (Domestic rate, call your Travel Assistant for foreign rates)
Lodging	Hotel (Itemized receipt is required)	\$	Did you share a room? <input type="checkbox"/> Yes <input type="checkbox"/> No With whom? (Use back of page, notes to preparer.)
Transportation	Airfare: (Receipt is required*)	\$	Paid by <b>ERI</b> or <b>Traveler</b> ? (Select one) (Receipt required even if paid by ERI)*
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;"> <b>Total Expenses</b> \$         </div>	Private car use Reimbursed at \$0.67/mile Mileage log required. (Rate subject to change)	Total miles driven: Liability Insurance?	License plate #: <b>REQUIRED</b> if claiming mileage or gas (for personal vehicle only). Can only claim one: gas <b>OR</b> mileage.
	Other Vehicle: <input type="checkbox"/> UC <input type="checkbox"/> Rental Car	\$	Gas: \$ Parking: \$
	Train/Bus (Receipt is required)	\$	Tolls: \$ Portorage: \$
	Taxi/Other	\$	If not all receipts available, # of trips:
Other	Registration	\$	Internet Access: \$ Excess Baggage: \$
	Supplies	\$	Phone/Fax: \$ Other (Please explain.) \$

Are you being reimbursed from any other source?  Yes  No If yes, what source. \_\_\_\_\_  
What are they reimbursing you for and how much? \_\_\_\_\_

Did ERI advance you money for expense or pay airfare, registration directly for you? Amount Advanced: \$  
(If you did not receive an advance, please enter 0)

Amount due to Traveler, or due to UC: \$ (If paying back money, indicate with a minus or leave blank)  
Amount to pay UCSB Corporate card: \$ (Amount you want ERI to pay directly to your UCSB Corporate card.)

**TRAVELER'S SIGNATURE:** \_\_\_\_\_

**APPROVAL SIGNATURE:** \_\_\_\_\_  
(Not same as Traveler) Name & Title: \_\_\_\_\_

Traveler cannot sign as approval.

I CERTIFY THAT THE ABOVE IS A TRUE STATEMENT, THAT THE EXPENSES CLAIMED DO NOT INCLUDE ALCOHOL AND WERE INCURRED BY ME ON OFFICIAL UNIVERSITY BUSINESS ON THE DATES SHOWN, AND THAT I HAVE ATTACHED ORIGINAL RECEIPTS FOR EACH EXPENSE OF \$75 OR MORE, AS REQUIRED BY UNIVERSITY POLICY.

**REIMBURSEMENTS WILL NOT OCCUR UNTIL APPROPRIATE RECEIPTS ARE SUBMITTED TO ERI**

