



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 table with columns for Date and Time for departure and arrival at home and destination.

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 table with columns for Options and Amount to reimburse, including rows for Meals, Lodging, Transportation, and Other.

Total Expenses \$ _____

Are you being reimbursed from any other source? Yes No If yes, what source. _____

Did ERI advance you money for expense or pay airfare, registration directly for you? Amount Advanced: \$ _____

Amount due to Traveler, or due to UC: \$ _____ Amount to pay UCSB Corporate card: \$ _____

TRAVELER'S SIGNATURE: _____

APPROVAL SIGNATURE: _____ (Not same as Traveler) Name & Title: _____

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.

Traveler cannot sign as approval.

Please indicate by date the **actual** amounts spent for Breakfast, Lunch, Dinner and any Incidentals.
 Please keep in mind that the allowed **MAXIMUM is \$62** for each 24 hour period (domestic rate). Foreign
 rate will vary depending on city and country.

I hereby certify that I am not requesting reimbursement for any alcohol purchased on this trip.

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTALS	(FOR ERI USE)
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
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	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	

Initial Departure Location: _____ Initial Departure Date: _____ Initial Departure Time: _____

		Arrival Date	Arrival Time	Departure Date	Departure Time
Location 1:					
Location 2:					
Location 3:					
Location 4:					

Final Arrival Location: _____ Final Arrival Date: _____ Final Arrival Time: _____

IF YOU NEED ADDITIONAL SPACE, PLEASE ATTACH A SEPARATE SHEET

PLEASE E-MAIL COMPLETED ELECTRONIC WORKSHEETS ALONG WITH RECEIPTS TO:

ERI Travel (Travel@eri.ucsb.edu)

****We will not accept printed paper documents, only electronic****

Special notes to voucher preparer: