



TRAVEL REIMBURSEMENT REQUEST FORM

This form and all receipts must be submitted within 45 days* after end of travel

UC DAVIS 45-DAY RULE: Effective January 1, 2016 travel reimbursements must be submitted and processed no later than 45 days after the completion of a trip or event. If an expense report for travel or other expenses is submitted and approved after 45 days, the payment may be reported to the IRS as taxable income to the individual being reimbursed.

INSTRUCTIONS

- 1) If you are only asking for AIRFARE reimbursement, then you may email this completed form and your airfare itinerary showing the payment method to icamadmin@ucdavis.
- 2) Have expenses in currency other than US Dollar? ICAM will process the conversion using OANADA Currency Converter based on the date of expenses.
- 3) Mail or email this completed form and all original, itemized receipts showing the PAYMENT METHOD to:
NEAT / ICAM-I2CAM, University of California, Davis, 1 Shields Avenue, 4415 Chemistry Annex Building, Davis, CA 95616-5270

TRAVELER INFORMATION

Name (First Last):	<input style="width: 95%;" type="text"/>	Telephone:	<input style="width: 95%;" type="text"/>
Mailing Address:	<input style="width: 95%; height: 30px;" type="text"/>	Email:	<input style="width: 95%;" type="text"/>
		Ethnicity:	<input style="width: 95%;" type="text"/>
U.S. CITIZEN?	<input style="width: 95%;" type="text"/>	Country of Citizenship:	<input style="width: 95%;" type="text"/>
Academic Status:	<input style="width: 95%;" type="text"/>		

TRIP INFORMATION

BUSINESS PURPOSE (include reason for attending, complete event name, event location, event date):

Depart Location:	<input style="width: 95%;" type="text"/>	Departure Date:	<input style="width: 95%;" type="text"/>
Return Location:	<input style="width: 95%;" type="text"/>	Return Date:	<input style="width: 95%;" type="text"/>

PRIVATE CAR (MILEAGE ONLY)

Mileage Rate is \$0.58/mile effective January 1, 2019

License Plate Number: Do you have LIABILITY insurance?

Date of Expense	Drove From	Drove To	# of Miles	TOTAL

MILEAGE TOTAL:

AIRFARE

Include your airfare itinerary showing the payment method with your reimbursement request

Date of Expense	Airline	Type of Currency	TOTAL

AIRFARE TOTAL:

