

# 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):			Telephone:		
Mailing Address:			Email:		
			Ethnicity:		
U.S. CITIZEN?		Country o	of Citizenship:		
Academic Status:					
		RIP INFORMATION			
BUSINESS PURPOSE (include reason for attending, comple event name, event location, date):	ete				
Depart Location:		Departure Date:			
Return Location:		Return Date:			
	PRIVA	TE CAR (MILEAGE ON	ILY)		
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:

# OTHER GROUND TRANSPORTATION

Shuttle, Taxi, Bus, Train, Rental Car, Fuel for rental car, etc.

Date of Expense	Ground Transportation Type	From	То	Type of Currency	TOTAL

## OTHER GROUND TRANSPORTATION TOTAL:

UC Davis only reimburses COMPACT OR ECONOMY class RENTAL CARS. If you rented a class above these, then provide an explanation why.

> OTHER EXPENSES Lodging, Meals, Registration Fee, etc.

Date of Expense	Expense Type and Description	Type of Currency	TOTAL

OTHER EXPENSES TOTAL:

ESTIMATED TOTAL EXPENSES:

I 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 as required by University Policy

**Traveler's Signature** 

Date