



## 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.edu](mailto:icamadmin@ucdavis.edu).
- 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: **ICAM-I2CAM, University of California, Davis, 1 Shields Avenue, Physics and Astronomy Department, Davis, CA 95616-5270 or [icamadmin@ucdavis.edu](mailto:icamadmin@ucdavis.edu).**

### TRAVELER INFORMATION

Name (First Last):  Telephone:

Mailing Address:  Email:

U.S. CITIZEN?  Country of Citizenship:

Ethnicity:

Academic Status:

### TRIP INFORMATION

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

QuantEmX Long-Term Exchange Award for experimental quantum materials research at Rutgers University at Piscataway, NJ from 10/10/2022 to 11/11/2022.

Depart Location:  Departure Date:

Return Location:  Return Date:

### PRIVATE CAR (MILEAGE ONLY)

Mileage Rate is \$0.56/mile effective January 1, 2021

License Plate Number:  Do you have LIABILITY insurance?

Date of Expense	Drove From	Drove To	# of Miles	TOTAL
10/10/2022	323 Fish Rd, Davis, CA 95616	6900 Airport Blvd, Sacramento, CA 95837	20 miles	\$11.20
11/11/2022	6900 Airport Blvd, Sacramento, CA 95837	323 Fish Rd, Davis, CA 95616	20 miles	\$11.20

MILEAGE TOTAL: \$22.40

### AIRFARE

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

Date of Expense	Airline	Type of Currency	TOTAL
10/01/2022	United Airlines: SMF to EWR	USD	\$125.00
10/01/2022	United Airlines: EWR to SMF	USD	\$125.00

NOTE: Date of expense is NOT the same as date of departure!

AIRFARE TOTAL: \$250.00

**OTHER GROUND TRANSPORTATION**

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

Date of Expense	Ground Transportation Type	From	To	Type of Currency	TOTAL
10/10/2022	Uber	Newark, NJ	New Brunswick, NJ	USD	\$25.00
11/11/2022	Uber	New Brunswick, NJ	Newark, NJ	USD	\$25.00

**OTHER GROUND TRANSPORTATION TOTAL:**     \$50.00

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
10/01/2022	Lodging: AirBnB	USD	\$1500.00
10/10 - 11/11	Meals (see spreadsheet for itemized list)	USD	\$700.00

**OTHER EXPENSES TOTAL:**     \$2200.00

**ESTIMATED TOTAL EXPENSES:**     \$2522.40

*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*

Trung Le Nguyen

Traveler's Signature

12/12/2022

Date