



## 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:	
		Ethnicity:	
U.S. CITIZEN?		Country of Citizenship:	
Academic Status:			

### TRIP INFORMATION

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

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

**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:**

