

Name:

Address:

Title/Affiliation:

Destination:

Date/Time Depart: Return:

Email: Tel No:

(SHADED AREAS FOR BRC USE ONLY)

TR #

Account	Fund	Project	Sub	Object	Source	%
M-			<input type="text"/>	<input style="background-color: #cccccc;" type="text"/>		<input type="text"/>
M-			<input type="text"/>	<input style="background-color: #cccccc;" type="text"/>		<input type="text"/>

(Attach separate sheet if additional FAUs are needed)

Payee Instructions

- Original receipts required for airfare, hotel, car rental, rail, conference registration, & \$75+ expenses.
- Tape all original receipts on 8.5x11 white paper, portrait orientation, in order of expenditure.
- Do not tape over printed areas of receipts.
- Attach meeting agenda, if applicable

Items Requiring Receipts: Check [] categories of attached receipts.

Airfare
 Hotel
 Car Rental
 Rail
 Conf Registration
 Entertainment

Prepaid by UC
 Prepaid by UC

Receipts Recommended: Fill in amounts under corresponding category.

Date	Meals & Incidentals <small>(Tips on Meals, Skycap, Hotel Staff)</small>	Daily Parking	Taxi / Shuttle <small>(Including Tips)</small>	Gas / Tolls	Public Transport <small>(BART, Bus, etc.)</small>	Auto Mileage <small>(No. of Miles)</small>	Other <small>(Internet, Phone, Checked Baggage Fees,</small>

By signing this document, I certify the amounts claimed are a true statement of the expenses incurred on official University business and the original of all required receipts has been submitted.

Traveler Signature: _____ **Date** _____

Approving Authority Statement: I approve this reimbursement of department funds for the stated University purpose. I certify that it is an appropriate use for the fund source and that the reimbursement complies with University policy.

Dept Approval: _____ **DATE:** _____ **Department Contact** _____ **EXT** _____