BRC Business Resource Center

UCOP NON-EMPLOYEE TRAVEL REIMBURSEMENT

Name:

Address: Please type in your home address

Title/Affiliation:

Destination: Irvine

Date/Time Depart: **Return:**

Email: **Tel No:**

(SHADED AREAS FOR BRC USE ONLY)

TR #

	Account	Fund	Project	Sub	Object	Source	%
M-	660605	21136		07	-		
M-					-		

(Attach separate sheet if additional FAUs are needed)

Business Purpose: *(Provide brief description below)* **DEPT CODE** 8090

Participant at the October 17th Roundtable "Building Capacity for Institutional Transformation in the Twenty-First Century: Women of Color in STEM and SBS FIELDS" hosted by UCI and held at the UCI Student Center.

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

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** Kevin O'Neal **EXT** 7-9028