



# MCB TRAVEL REIMBURSEMENT REQUEST

All **original** receipts must be provided within **21** days of completion of travel for all costs to be reimbursed.  
For security purposes, do **NOT** type SSN or Employee ID on form; enter information after printing.

## CONTACT INFORMATION

Payee Name				Professor/Lab	
Address			City/State		Zip
Email		Phone No.		Employee ID/SSN/EIN	
US Citizen?	Yes	No	If alien, country of residence (please attach copy of Visa and I-94)		

## TRIP INFORMATION

Trip Purpose			
Depart From		Departure Date & Time	
Destination		Return Date & Time	

## EXPENSES (If reporting foreign currency costs below, please identify)

Airfare	\$	Boarding pass (stub/ticketless printout) AND itinerary must be provided for airfare expenses. Was CTS used to pay for airfare? <input type="checkbox"/> Yes <input type="checkbox"/> No
Ground	\$	Please identify method(s). Ex: train/car/rental/shuttle/taxi
Private Car	\$	Please provide total mileage _____ miles x 55 cents/mile (effective 1/1/2009) Old rate: 58.5 cents/mile (valid through 12/31/2008) Does vehicle have liability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No
Miscellaneous	\$	Parking Registration Fees Other (please explain):

## DAILY EXPENSES

Fill in daily expenses in table below.

**Original** receipts must be provided for costs listed below. Lodging invoices must show a zero balance or be marked paid in full (failure to provide a zero-balance hotel statement will result in delayed processing).

### Maximum Meal Allowances for Domestic Travel:

**Travel less than 24 hours = \$0** (effective 9/1/2008, meals and incidentals will not be reimbursed unless the trip includes an "overnight stay" as supported by a lodging receipt)

**Travel more than 24 hours but less than 30 days = up to \$64/day**

See <http://www.ucop.edu/ucophome/policies/bfb/g28.html> for more details about policy and regulations governing travel.

**Maximum Meal & Lodging Allowances for Foreign Travel** vary from region to region; rates are determined by the U.S. State Department. University policy prohibits reimbursements over established per diem rates. See <http://travel.berkeley.edu/MealsLodging/PerDiemRatesForeign.htm>; this information will help you plan your trip and ensure full expense reimbursement.

DATE							
Breakfast							
Lunch							
Dinner							
Incidentals							
Lodging							
<b>SUBTOTAL</b>							

**TOTAL REIMBURSEMENT AMOUNT \$** \_\_\_\_\_

## GRANT OR FUND TO BE CHARGED

Account	Fund	Org	Program	Project	Flex	\$ Amount

### Certification by Traveler

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 and departmental policy.

Traveler's Signature / Date	X
PI or Dept Approval Signature / Date (per Section IV.G-28 of UC Travel Policy, this may NOT be signed by traveler or subordinate of traveler)	X
Accountant Signature / Date	X