

## BFTV: REQUEST FOR TRAVEL REIMBURSEMENT

TRAVELER INFORMATION:										
<b>** Non UCD Employee Must Provide Home Address **</b>					Depart: BAE		FST		TXC	VEN
NAME (LAST, FIRST):							Group Leader: Yes			No
COMPLETE ADDRESS:							MSO Approval:			
PHONE #			EMAIL				US CITIZEN Yes		No	
TRIP INFORMATION										
TRAVEL START DATE / TIME:					TRAVEL RETURN DATE / TIME:					
DESTINATION AND PURPOSE FOR TRAVEL:										
Campus Affiliation: Student		Employee			University guest			Other		
Do you have a Research Travel Award, use Connexus Services or a Pre-Trip Payment? Yes No										
Was any of this travel paid with your Corporate Card? Yes No If yes, please indicate those charges below:										
PRIVATE CAR INFO			AIRFARE				REGISTRATION			
License plate #			Amount				Amount			
Liability Insurance? Yes No			Paid by: Connexus				Paid by: Pre-trip payment			
Round-trip mileage										
To		From								
<b>DAILY TRIP EXPENSE: Please account for all expenses by date. Attach receipts for any over \$75.                  If you were hosted by a friend or colleague (ie you stayed at someone's house instead of a hotel)                  please include the host's name and address below</b>										
DATE	AIRFARE	MEALS	REG. FEE	LODGING	MILEAGE	GROUND TRANSPORT	MISC. (SPECIFY ITEM OR DETAILS)	TOTAL PAID BY:		
								CORP. CARD/VISA	PERSONAL	
							<u>Total Daily Expenses:</u>			
Account(s) to Charge:							PI Approval:			
Account Manager Approval:							PI Name:			
UCD Employee Traveler's Signature							Date			
<b>Non-Employee sign below:</b> " 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."										
Traveler's Signature							Date			
Host Name and Address or Additional Comments:										