

EPSS TRAVEL EXPENSE REIMBURSEMENT FORM

DATE SUBMITTED: _____ RECHARGE ID#: _____

NAME: _____ UNIVERSITY ID: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

DESTINATION AND PURPOSE OF TRIP: _____

DOMESTIC TRAVEL DATES: _____ FOREIGN TRAVEL DATES: _____

Time Depart Home: _____

Time Depart Home: _____

Time Arrive Home: _____

Time Arrive Home: _____

TRANSPORTATION:

Mileage: From _____ To _____ Total _____ x \$0.54/mile = \$ _____

Airfare: From _____ To _____ \$ _____

From _____ To _____ \$ _____

**NOTE: original passenger receipt/ticket stub or e-ticket itinerary required for air travel*

Car Rental, Gas \$ _____

** NOTE: original, itemized receipts required; car rental insurance is not a reimbursable expense for domestic rentals (insurance covered by UC contract)*

Taxi, Parking, Tolls, Bus, Train and Subway \$ _____

DOMESTIC LODGING, MEALS, INCIDENTALS, OTHER EXPENSES:

DATE	LOCATION	LODGING	MEALS	OTHER (regist./phone/supplies, etc.)
		\$	\$	\$ item:
		\$	\$	\$ item:
		\$	\$	\$ item:
		\$	\$	\$ item:
		\$	\$	\$ item:
		\$	\$	\$ item:
		\$	\$	\$ item:
		\$	\$	\$ item:
		\$	\$	\$ item:
		\$	\$	\$ item:
		\$	\$	\$ item:
		\$	\$	\$ item:
		\$	\$	\$ item:
	SUB-TOTALS	\$	\$	\$

EXPENSES TOTAL: \$ _____

LODGING: original ITEMIZED hotel receipts required (not credit card receipt only)

MEALS: overnight stay required for meal reimbursement; domestic cap is \$74/day and no receipts needed if claim actual expenses only (NOTE: if you claim \$74 max every day, you should keep receipts on file in case of audit).

OTHER: for registration and any misc. expenses over \$75, provide itemized receipt AND proof of payment.

TOTAL TRIP REIMBURSEMENT REQUESTED: \$ _____

INSTRUCTIONS: ATTACH ALL RECEIPTS IN CHRONOLOGICAL ORDER, BY CATEGORY, ON 8.5X11 SHEETS. SUBMIT RECEIPTS TO EPSS MAIN OFFICE ASAP, NO LATER THAN TWO WEEKS FOLLOWING RETURN FROM TRAVEL.

FOREIGN ITEMIZED TRAVEL EXPENSE

NOTE: The per diem rate for foreign travel begins upon arrival at the destination and ends upon departure, so please note Arrival and Departure times at each foreign location.

DATE	ARRIVAL TIME	DEPART TIME	CITY - COUNTRY	LODGING	MEAL(S)	OTHER (ITEMIZE)
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
				\$	\$	\$ item:
			TOTAL	\$	\$	\$