ESS TRAVEL EXPENSE REIMBURSEMENT FORM

RECHARGE ACCT ID#:				DATE:					
NAME:				UID(Employee only):					
ADDRESS:									
				E-MAIL:					
PURPOSE OF TRIP:									
DOMESTIC TRAVE	L PERIOD:		FOI	REIGN TRAVEL PERI	OD:				
Time Depart Home	□AM	PM		Time Depart Home	□AM	PM			
Time Arrive Home	☐AM	□РМ		Time Arrive Home	□АМ	□РМ			
TRANSPORATION:									
Mileage:			1	miles at \$0.55/mile =	_\$				
Airfare:	From		То	\$					
				\$					
UCLA Travel Of	fice Requires your or	iginal passenge	er receipt/ti	cket stub or e-ticket itinerary.					
Car Rental,	Gas:								
Additional car rer	ntal insurance is not a	reimbursable	expense, i.	e. over and above collision and	liability insurance	; .			
Taxi, Parking	g, Tolls, Bus, &	Subway:							
LODGING, MEAL &	OTHER EXP	ENSES:							

- 1. Please include ORGINAL "ITEMIZED" HOTEL RECEIPT, not JUST the Credit Card Receipt.
- 2. Meal allowance is as follows (domestic only): Travel in excess of 24hrs: \$64.00/day MAX .

 MEAL REIMBURSEMENTS CANNOT BE CLAIMED WITHOUT ORIGINAL RECEIPTS.

 MEALS CANNOT BE REIMBURSED FOR TRIPS WITHOUT AN OVERNIGHT STAY.
- 3. For other reimbursements (registration, abstract, etc.) please provide proof of payment (credit card statement in addition to receipt).

DATE LO	ON LODGING	G MEAL	OTHER (registration, phone, suppliesetc.)
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

TOTAL RE	IMBURSEMEN	T FOR THIS T	RIP \$		DATE:	
TRAVELE	RS SIGNATURI	E		APPROVED	BY:	

ATTACH ALL RECEIPTS IN CHRONOLOGICAL ORDER BY CATEGORY ON 8 ½ x 11 SHEETS. SUBMIT ASAP AFTER THE TRIP (NO LATER THAN 10 DAYS PER UCLA TRAVEL POLICY). FOR INQUIRIES, PLEASE CONTACT: Mike Rathjen, tel. 310-794-4240, fax 310-825-2779, mrathjen@ess.ucla.edu, UCLA Dept. of Earth & Space Sciences, 3806 Geology Building, Los Angeles, CA 90095.

ITEMIZED FOREIGN TRAVEL EXPENSE

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

DATE AR	RIVAL	DEPART	CITY -	LODGING	MEAL(S) C	THER
	TIME	TIME	COUNTRY			
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TOTAL						