

RECHARGE ACCT ID#: _____ DATE: _____

NAME: UID(Employee only):

ADDRESS: _____ PHONE: _____

E-MAIL:

PURPOSE OF TRIP: _____

DOMESTIC TRAVEL PERIOD:_____ **FOREIGN TRAVEL PERIOD:**_____

Time Depart Home ☐ AM ☐ PMTime Depart Home AM PM

Time Arrive Home ☐ AM ☐ PM

Time Arrive Home AM PM

Mileage: _____ miles at **\$0.55/mile** = \$ _____

Airfare:	From	To	\$
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From _____ To _____ \$ _____

Car Rental, Gas: _____

Taxi, Parking, Tolls, Bus, & Subway:

1. Please include ORIGINAL “ITEMIZED” HOTEL RECEIPT, not JUST the Credit Card Receipt.

MEAL REIMBURSEMENTS CANNOT BE CLAIMED WITHOUT ORIGINAL RECEIPTS.

MEALS CANNOT BE REIMBURSED FOR TRIPS WITHOUT AN OVERNIGHT STAY.

DATE	LOCATION	LODGING	MEAL	OTHER (registration, phone, supplies...etc.)
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
TOTAL		\$	\$	\$

TOTAL REIMBURSEMENT FOR THIS TRIP \$ **DATE:**

TRAVELERS SIGNATURE **APPROVED BY:**

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.

[illegible]