

# Travel Reimbursement Form

## Instructions

Complete form. Save As PDF, attach original receipts and e-Mail to: [gsm-busoff@ad3.ucdavis.edu](mailto:gsm-busoff@ad3.ucdavis.edu)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
 Phone Number \_\_\_\_\_ e-Mail \_\_\_\_\_  
 Reimburse Traveler \_\_\_\_\_ Account(s) to be charged \_\_\_\_\_  
 Reimburse Corporate Card \_\_\_\_\_

**Detailed business purpose:** *(Meeting with colleague, attend conference does not suffice, link to PDF examples at: <https://shorturl.at/dzYZ6>)*

Departure Date \_\_\_\_\_ Time \_\_\_\_\_ Private Car Mileage \_\_\_\_\_  
 Return Date \_\_\_\_\_ Time \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_  
 From: \_\_\_\_\_ To \_\_\_\_\_  
 Airfare Amount \_\_\_\_\_ Paid Via Connexus: Yes \_\_\_\_\_ No \_\_\_\_\_

**Meals & Incidentals** *(Incidentals can include fees and tips given to waiters/waitresses, porters, baggage carriers, bellhops, hotel maids, etc.). Total combined not to exceed \$92.00/day for domestic trips. Actual expenses, this is not a "per diem", please note GSM tipping policies.*

Date	Breakfast	Lunch	Dinner	Incidental	Total
				Total:	

**Miscellaneous Expenses** *(Hotel, parking, taxi, registration, baggage fees, tolls, etc.)*

Item Description	Amount	Item Description	Amount

**Notes** Please indicate if you are reporting a currency other than USD, or note any other information not already on this form in the following box.