**UCR EMN ADMINISTRATION TRAVEL EXPENSE REPORT**

**UCR Employee Travelers**

**Name of Traveler:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employee Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-Mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Country of Citizenship (If not US, Please Specify Visa Type):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates of Trip:** \_\_\_\_\_\_\_\_\_\_\_-- \_\_\_\_\_\_\_\_\_\_\_ **Departure Time:** \_\_\_\_\_\_\_\_\_\_\_\_ **Return Time:** \_\_\_\_\_\_\_\_\_\_\_\_

**Departure Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trip Destination:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose of Trip:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Specify Type of Research, Attend and/or Present at a Conference, Full Name of Conference, or Seminar Speaker)

**FAU to Be Charged:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PI’s Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expense Estimation: COST**

**Cash Advance** - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rental Car** - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rental Car Gas** - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - $\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Vehicle-License Plate #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **# of Miles:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **x 0.545 Per Mile** - - - - $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Beginning Mileage**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ending Mileage**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**University Vehicle #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - $\_\_\_\_\_\_\_\_\_\_\_\_

**Bus/Shuttle/Taxi/Uber/Lyft** - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parking** - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Airfare Prepaid by University**  **Personal Purchase**  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Baggage** - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - $\_\_\_\_\_\_\_\_\_\_\_\_

**Hotel Prepaid by University**  **Personal Purchase**  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meals: Foreign Per Diem # Days** \_\_\_\_\_ **Location/s:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - - -$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** | **Day 6** | **Day 7** | **TOTAL** |
| **Breakfast** | $ | $ | $ | $ | $ | $ | $ |  |
| **Lunch** | $ | $ | $ | $ | $ | $ | $ |  |
| **Dinner** | $ | $ | $ | $ | $ | $ | $ |  |
| **TOTAL/Day** | $ | $ | $ | $ | $ | $ | $ | $ |

**Registration Prepaid by University**  **Personal Purchase**  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Miscellaneous Expenses:** Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - - - - - - - - - - - - - -$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***TOTAL Estimated Expenses*** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***PLEASE ATTACH ORIGINAL RECEIPTS***