**UCR EMN ADMINISTRATION TRAVEL EXPENSE REPORT**

**Non-UCR Employee Travelers**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Traveler:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

**Departure City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Destination City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**UCR Department/Program Affiliation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FAU, if Applicable:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PI Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expense Estimation: *PLEASE ATTACH ORIGINAL RECEIPTS* COST**

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

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

**Personal Vehicle-License Plate #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **# of Miles:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **x 0.580 Per Mile** - - - -$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

**Meals - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Miscellaneous Expenses** - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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