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