**UCR EMN ADMINISTRATION TRAVEL EXPENSE REPORT**

**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)

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

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

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

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

**Personal Vehicle-License Plate #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **# of Miles:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **x 0.5750 Per Mile** - - - -$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** |
| **Breakfast** | $ | $ | $ | $ | $ | $ | $ | $ |
| **Lunch** | $ | $ | $ | $ | $ | $ | $ | $ |
| **Dinner** | $ | $ | $ | $ | $ | $ | $ | $ |
| **TOTAL/Day** | $ | $ | $ | $ | $ | $ | $ | $ |

**Foreign Meals Per Diem; # of Days per location** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - - - - - -$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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