

**UNIVERSITY OF CALIFORNIA, SANTA BARBARA
MATERIALS DEPARTMENT**

DEPARTMENT TRAVEL REIMBURSEMENT WORKSHEET

Name of Traveler: _____

Funds to be Used: _____

Destination City: _____ Dates of Trip _____

Business Purpose of Trip: _____

Category	Amount	Notes
Meals and Incidentals	\$ _____	submit meal log in place of receipts. list actual amounts even if daily total exceeds \$79.
Lodging	\$ _____	lodging limit justification form required if room rate exceeds \$275/night
Airfare	\$ _____	
Registration	\$ _____	
Transportation		
Parking	\$ _____	
Train/Bus	\$ _____	
Taxi	\$ _____	
Rideshare	\$ _____	
Car Rental	\$ _____	
Car Rental Fuel	\$ _____	
Miscellaneous		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Mileage		
Personal Car Mileage	License Plate _____	Insured Yes No
	Starting Address _____	
Round Trip Yes No	Ending Address _____	

[Declaration of Missing Evidence Form](#) required for missing receipts over \$50.
Each missing receipt requires its own form (meal receipts excluded).

[Exceptional Approval Form](#) required for items out of policy.
Example: airfare at a class other than economy or car rental larger than intermediate.