MATERIALS DEPARTMENT
UNIVERSITY OF CALIFORNIA, SANTA BARBARA

DEPARTMENT TRAVEL REIMBURSEMENT WORKSHEET

Name of Traveler: _____

Funds to be Used: _____

Destination City: _____ Dates of Trip _____

Business Purpose of Trip: _____

Category	Amount	Notes
Meals & 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 $333/night.
Airfare	$_____	
Registration	$_____	
Transportation		
Parking	$_____	
Train/Bus	$_____	
Taxi/Rideshare	$_____	
Car Rental	$_____	
Car Rental Fuel	$_____	
Mileage		
Personal Car Mileage	License Plate	_____ Insured ☐Yes ☐No
current reimbursement is 67 cents/mile	Starting Address	_____
Round Trip ☐Yes ☐No	Ending Address	_____
Miscellaneous		
_____	$_____	
_____	$_____	

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.

Allowable amounts for meals & incidentals and lodging varies in Alaska, Hawaii and internationally.

Revised: 5/1/24