

EXPENSE RECORD/REIMBURSEMENT REQUEST FORM

Please use a separate form for each expense, event or trip. Please submit to Sheila Keegan or Hawiza Sharpe.

Payee's Name:	Today's Date:	# of Participants/Attendees:
Type: <input type="checkbox"/> Domestic Trip <input type="checkbox"/> Foreign Trip <input type="checkbox"/> Mileage (please attached log) <input type="checkbox"/> Supplies and Materials <input type="checkbox"/> Meals/Events <input type="checkbox"/> Gift Cards <input type="checkbox"/> Subscription <input type="checkbox"/> Registration		
Date of Event /Trip (Include departure & return for trip):	Event Location:	
Event/Trip Purpose:		
Funding Source/Index:	Payment Method (select all that apply): <input type="checkbox"/> Personal <input type="checkbox"/> Express Card <input type="checkbox"/> Travel Card	
Itemized Expenses: Conference Registration: Travel Air/Rail Fares): Lodging: Mileage (Rate = 54.5 cents per mile): Meals: Ground Transportation: Fees (Registration, Membership, etc.): <div style="text-align: right;">TOTAL</div>	Attendees Name, Title & Affiliation (sign-in sheet is acceptable):	

Receipts Instructions:

- Attached itemized receipts to a separate blank sheet of paper using clear tape.
- Receipts must not include purchases/expenses other than those for the event/trip.
- No personal items and no alcohol may be purchased.
- Attached a meeting agenda if applicable.

Payee's Signature:

Date:

My signature above certifies that the expenses incurred are in accordance with the business policies of the UC Regents.

OFFICE USE ONLY (LEAVE BLANK - WILL BE COMPLETED BY BUSINESS OFFICE)

Index/Fund:

ACTUAL TOTAL: