Travel Reimbursement Request

DEPARTMENT:

Please submit form and receipts to department processing reimbursement or to
deeclark@ucdavis.edu for reimbursement through URC Programs.
Please see Student Travel Tips for Reimbursements for more info.

Traveler Name:		Travel Dates:	
Trip Name:		City, State:	
Conference Name:		Presentation Title:	
Trip Purpose:			

Receipts should show itemization and payment information. Please enter meal totals for each day of your travel.

EXPENSES	TRAVEL DATES	EXPENSE DESCRIPTION	AMOUNT	PURCHASE DATE	
AIRFARE					
LODGING					
REGISTRATION					
MEALS					
GROUND TRAVEL					
OTHER					
Amount of any Travel Awards:					
TOTAL:					