

SECTION 10.0 - TRAVEL

Policy Statement

It is the policy of the College that all official travel shall be properly authorized, reported and reimbursed in accordance with the College's travel policies. Travelers shall observe normally accepted standards of propriety in the type and manner of expenses incurred. Under no circumstances shall charges for personal travel be charged to or personally funded by the College; nor may College funds be used for any travel that is not ultimately chargeable to the College, including travel sponsored by professional organizations, governmental advisory groups, etc. Any payment made to an employee in connection with official travel shall not result in additional taxable income to the employee. Accordingly the following guidelines are designed to conform to the substantiation rules published by the Internal Revenue Service.

NOTE: This policy does not apply to College employees seeking reimbursement for expenditures incurred while traveling to and from work and home. Official travel and the application of this policy apply to employees who are authorized to be on official travel status and exclude travel for College employees to and from work and home.

10.1 Introduction

Travel funds are authorized during the initial budget hearings and may be revised during the midyear hearings. All department heads/ budget managers must provide detailed information regarding his/her request for travel, including the purpose of traveling, the destination of the travels, and the projected cost of traveling. These requests are reviewed and, if approved, the funding is included in the department's budget. Before traveling all employees must submit to his/her department head a completed [Approval of Travel Plans form, Exhibit U](#).

10.2 Travel Advance

If a travel advance is necessary, the traveler must complete the Request for [Travel Advance, Exhibit U](#), and have it approved by his/her supervisor. Outstanding travel advances for completed trips must be cleared within 30-days following the end of the trip or before a new travel advance will be issued, whichever is earlier.

A travel advance will only be issued to the traveler incurring the travel expenses. Further, the amount of the travel advance must be less than or equal to the costs expected to be incurred by a single traveler. No travel advance will be issued more than 30 days in advance of the scheduled trip unless necessitated by the organization sponsoring the meeting/event.

Travel advances for employees authorized to use the PCard will be limited to travel expenses which cannot be paid by a credit cards.

10.3 Travel Agencies

The following provides information on the College's designated travel agent and outlines the provisions required to charge travel costs to a central Hastings' account through the designated travel agent.

10.3.1 Preferred Travel Agency – When using the College’s preferred travel agency, airfare is billed directly to the College eliminating this out-of-pocket cost to the traveler. The Agency has a list of employees authorized to make travel arrangements. The agency can also assist travelers in reserving hotel rooms, rental cars and arranging other travel needs. A service fee will apply to all reservations. Refer to [Exhibit O, Travel Reimbursement Schedule](#), for information regarding the College’s preferred travel agent.

10.3.2 Travel Agency Invoice Processing – All invoices are received and processed for payment centrally in the CFO’s office. Prior to payment, each Department Head shall receive a summary of previous month’s travel costs being charged to their department along with copies of the travel itinerary. Department Heads should review this for accuracy and report any errors to the report’s preparer.

10.3.3 Travel and Entertainment form - The Travel and Business Expense Reimbursement form, along with the passenger’s airline receipt, must be submitted to Accounts Payable within 30-days of the date of travel, whether reimbursement is due to the traveler or not. This process is required to confirm the travel expense incurred by the College and appropriately charge the department’s cost center.

10.4 Travel Claim

10.4.1 Travel and Business Expense Reimbursement form - Travel reimbursement requests are to be made on the College’s [Travel and Business Expense Reimbursement form \(Exhibit N\)](#). All original and itemized receipts must be attached. See [Exhibit N-1 for instructions](#) on completing the form. Travel reimbursement requests must be submitted to Accounts Payable for processing within 30-days of completion of the trip. Claims for in-State and out-of-State travel expenses can be submitted on the same form. Trip(s) being charged to both State and non-State funds can also be submitted on the same form. Payment or reimbursement requests for the Diners Club Corporate Card invoices should be submitted on a separate form with the itemized, original receipts affixed to the form.

Accounts Payable will audit all Travel and Business Expense Reimbursement forms for compliance with College policies and procedures. Disallowed reimbursements will be deducted from the reimbursement request. Reimbursements are generally available within one to two weeks following submission.

10.4.2 Costs in Excess of Maximum Daily Amounts - If the traveler incurs expenses in excess of maximum daily amounts, he/she may, if available, use appropriate non-State accounts to fund the excess costs. When using both State and non-State funds, the budget manager/department head must indicate on the Reimbursement form the specific costs covered by non-State funding.

The Division Head must approve the travel reimbursement request when the total cost of the travel exceeds 200% of the maximum daily allowable amount, as set forth in the Travel Reimbursement Schedule, Exhibit O. The request for reimbursement must be supplemented with a document outlining the circumstances which are

unavoidable or necessary to accomplish a College business purpose. The fact that actual costs exceeded the allowable amounts is not in itself justification for the higher reimbursement.

10.4.3 Reimbursement for Foreign Travel - Reimbursement for foreign travel will be made as set forth in the out-of-state reimbursement rates.

10.4.4 Travel Reimbursement Authority - The Travel and Business Expense Reimbursement form must be signed by the traveler and approved by the department head/budget manager for the cost center being charged. If the department head is the traveler, his/her supervisor must approve the department head's Travel and Business Expense Reimbursement form. If the Chancellor and Dean is the traveler, the Chair of the Board of Directors must approve the reimbursement.

10.5 Allowable Travel Expenses

Meal and lodging expenses will be reimbursed for actual costs up to the maximum daily amounts as set forth in [Exhibit O](#).

Allowable State travel expenses include the following:

10.5.1 Meals - The College does not reimburse for meals on a per-diem basis. Original, itemized receipts are required for reimbursement.

10.5.1a Reimbursement Rates - Reimbursement for meals will be made in accordance with the schedule set forth in Exhibit O.

10.5.1b Reimbursement Time Frames

- X 7:00 a.m. to 7:00 p.m. - If travel occurs between 7:00 a.m. and 7:00 p.m. in a single day no reimbursement for meals will be made, except as provided in section 10.7.5, Business-Related Meals.
- X More than 12, less than 24 hours - If travel begins before 7 a.m. or ends after 7 p.m. and lasts more than 12 hours, but less than 24 hours, the traveler will be reimbursed for actual meal costs subject to the maximum daily amount as set forth in Exhibit O
- X More than 24 hours - If the trip exceeds 24 hours, the traveler will be reimbursed for actual expenses up to the maximum daily amount for each 24 hour increment as set forth in Exhibit O. If the trip does not fall in 24-hour increments (i.e. 36-hour trip), the meal reimbursement during these excess hours (i.e. 12 hours) become subject to the "More than 12, less than 24 hours" rule outlined above.

10.5.1c Reimbursement Adjustments - Adjustment of the meal reimbursement amount is necessary when the meals are furnished as part of the official College's entertainment, included as part of the registration fee, billed directly to the College, or offered complimentary by a hotel

for patronage of guest rooms. Copy of the registration material including the agenda must accompany the travel expense claim.

10.5.2 Lodging - All claims for lodging must be supported by original, itemized receipts. Lodging reimbursements will not be made if the lodging site is within a 50-mile radius of the traveler's established place of employment or residence. Receipts for lodging must indicate the traveler as a registered guest, the name of the hotel or motel, address, occupancy dates, and daily rate. Advance room and tax payments can be made by the traveler through a travel advance. The traveler is responsible for forwarding the advance payment to the hotel/motel.

- X State Government Rates – Travelers on official business of the College should request the State Government Room Rate when making lodging reservations.
- X Exemption from Hotel Occupancy Taxes - As a general rule, those traveling on official College business are exempt from occupancy taxes imposed by cities or counties on transient rental of rooms. Travelers should request such an exemption when hotel reservations are being made and again when checking into the hotel. The traveler may be required to complete an occupancy tax exemption certification and is authorized to do so on behalf of the College
- X Pre-Purchased Hotel Packages – The College will not reimburse travelers for pre-purchased lodging purchased as part of a travel package (e.g., airline, hotel, and car rental) made via Priceline or other similar websites as the College is unable to identify the individual cost of the hotel. To avoid misunderstandings, travelers should identify themselves as persons associated with the College traveling on official business and claim exemption from the tax when checking into the hotel and request an Occupancy Tax Exemption form. The traveler may execute a certificate if required.

10.5.3 Transportation - Transportation expenses consist of charges for commercial carriers, private cars, overnight and day parking of State or privately-owned cars, bridge and road tolls, and other charges essential to the transport to and from the campus.

Reimbursement will be made only for the method of transportation, which is in the best interest of the College, considering both direct expenses as well as the employee's time. Expenses arising from travel between an employee's home and the College will not be allowed. In the instance where a trip commences or terminates at the claimant's home, the distance traveled will be computed from either the employee's home or the College, whichever results in a lesser distance.

Whenever an accident involves a State vehicle or an employee on State business, the traveler must immediately inform Security.

10.5.3.1 Methods of Transportation - Reimbursement will be made utilizing the following methods of transportation:

10.5.3.1a Airplanes - The College's designated travel agent has been instructed to provide Hastings' travelers with the lowest cost fare.

10.5.3.1b State Pool Vehicles - The College has one State vehicle for use by employees. To use this vehicle, the traveler must be a State employee and have a valid driver's license. To reserve this car, please contact Safety and Security.

10.5.3.1c Privately Owned Vehicles - Reimbursement for use of a privately-owned automobile will be allowed for the driver of the vehicle only.

X Refer to [Exhibit O](#) for the current mileage reimbursement rate.

X Drivers are required to carry liability insurance of 30/15/5; the College will be responsible for insurance only after the driver's primary insurance is exhausted. Drivers of privately owned vehicles will be required to sign Form 261, Exhibit P, Authorization to Use Privately Owned Vehicle on State Business form, certifying proper insurance coverage is in effect.

10.5.3.1d Rental Cars - If an employee has the need to rent an automobile, reimbursement will be made for actual and necessary costs. Many car rental agencies recommend the purchase of the collision damage waiver (i.e., insurance). The College does not reimburse this cost. Employees are required to have Form 261, Exhibit P, on file before reimbursement of rental car expenses will be made.

10.5.3.1e Special Vehicles - When it is necessary to hire special vehicles, (i.e. trucks) a full explanation of the necessity must accompany the expense claim.

10.5.4 Miscellaneous Business Expenses - Business expenses consist of the charges for business telephone calls and telegrams, emergency clothing, equipment or supplies, and all other charges necessary for the completion of official business. All emergency expenses must be explained.

10.5.5 Conference Registration Fees - The College will pay up to the amount of the early registration fees for an employee to attend a conference. If an employee is charged a higher registration fee due to late registration, the employee will be responsible for paying the additional registration cost.

10.5.6 Hosted Travel – When a traveler lodges with a colleague, friend or relative while on official business for the College, a non-cash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host. The actual cost of such a gift may be reimbursed up to \$100. Original, itemized receipts to substantiate the cost must be submitted for reimbursement. Only one gift per stay may be provided to a host.

10.5.7 Decanal Spouse or Partner Travel – The travel expenses of a spouse or partner who accompanies the Chancellor and Dean or travels on behalf of the Chancellor and Dean are reimbursable under this policy provided it can be established that the spouse’s presence serves a bona fide College purpose.

The presence of a spouse or partner at a function should serve a College purpose. Ceremonial functions, fundraising events, alumni gatherings, community, and recruiting events are examples of activities at which the presence of a spouse or partner may contribute to the mission of the College.

- Travel Reimbursement Rates – Reimbursement of decanal spousal or partner travel expenses will be made at the same rates provided for in this policy.
- Travel Reimbursement Request Documentation – Reimbursement requests for spousal or partner travel expenses shall be made on the College’s Travel Reimbursement form. Original, itemized receipts should be provided to substantiate the expenses incurred.
- Funding – Decanal spousal or partner travel expenses may not be charged to state funds.

10.6 Business Related Meals Not Related to Travel

When it is necessary to conduct official College business during a meal, employees may be reimbursed for actual meal expenses up to the maximum daily amount as allowed from 7.a.m to 7 p.m., in the Travel Reimbursement Schedule, Exhibit O.

The Division Head must approve the reimbursement request when the total amount requested for reimbursement exceeds 200% of the maximum daily allowable amount, as set forth in the Travel Reimbursement Schedule, Exhibit O. The request for reimbursement must be supplemented with documentation outlining the circumstances which are unavoidable or necessary to accomplish College business. The fact that actual costs exceeded the allowable amounts is not in itself justification for the higher reimbursement.

The cost must be supported by original, itemized receipts in order to claim reimbursement for a business related meal. The reimbursement request must also state the names of the individuals participating in the business meal and a general description of the College business conducted during the meal.

Claims for reimbursement of expenses for meals where business is incidental to the meal or where the attendance of the employee is primarily for public or community relations are specifically prohibited.

- Funding – To the extent the business-related meal expense(s) not related to travel exceeds the maximum allowable amount, the amount in excess may not be charged to State funds.

The cost of alcohol may not be charged to State funds.

10.6.1 Decanal Spouse or Partner

The cost of meals or light refreshments incurred by the decanal spouse, or partner may be reimbursed provided the expenditure serves a bona fide College purpose.

The presence of a spouse or partner at a function should serve a College purpose. He or she must make an important contribution to the success of the event or have a significant role in the proceedings. Ceremonial functions, fundraising events, alumni gatherings, community, and recruiting events are examples of activities at which the presence of a spouse or partner may contribute to the mission of the College.

- Reimbursement Request Documentation – Reimbursement requests for spouse or partner expenses shall be submitted on the College’s check request form with original, itemized receipts attached to substantiate the expenses incurred.

10.7 Receipt Requirements

10.7.1 General Provisions: Itemized, original receipts are required for reimbursement of all expenses except allowable incidental expenditures as set forth in Exhibit O. If an original receipt is lost, a duplicate copy must be obtained in order to process the Travel and Business Expense Reimbursement form.

10.7.2 Airline Travel Receipts: The passenger airline receipt must be submitted with the Travel and Entertainment Reimbursement form when airfare costs are incurred. This provision applies whether the airfare was paid for directly by the traveler or charged to the College by the designated travel agency.

10.8 Reimbursement for Non-College Travelers

Travelers in this category include prospective employees, panelists, speakers, foreign visiting scholars and the Decanal spouse or partner.

Reimbursement for travel made to any non-college traveler will be made in accordance with the procedures outlined above. Additionally, the relationship of that individual to the College should be outlined in an Agreement for Services and include an authorization for travel reimbursement. A copy of the fully executed Agreement should be attached to the Travel Reimbursement Form.

Note: This provision excludes current members of the Board of Directors.

TRAVEL REIMBURSEMENT SCHEDULE

A. Meal and Incidental Expenses – Maximum Daily Amounts

Itemized, original receipts are required for reimbursement.

1. State-funded meals - The meal allowance represents the maximum amount allowed per day for meals and incidental expenses (M&IE). Reimbursement for the actual meal and incidental expenses, if approved, up to the designated maximum for the duration of travel can be requested.

Meals - For travel beginning before 7 a.m. or ending after 7 p.m. and lasting more than 12 hours but less than 24 hours \$42.00

Meals - For travel occurring in 24-hour increments. \$64.00

2. Non-State funded meals - The actual cost paid will be reimbursed, if approved, subject to funding availability.

The Division Head must approve the reimbursement request when the total cost exceeds 200% of the maximum daily allowable amount. The request for reimbursement must be supplemented with documentation outlining the circumstances which were unavoidable or necessary to accomplish College business. The fact that actual costs exceeded the allowable amounts is not in itself justification for the higher reimbursement.

Under these allowable amounts, 200% of the maximum equates to \$84.00 for meals during the period of travel before 7 a.m. and ending after 7 p.m. and for \$128.00 for meals during travel of 24-hour increments.

B. Lodging Maximum Daily Amounts

Lodging reimbursements will be made if the lodging site is more than a 50-mile radius of the traveler's established place of employment or residence.

Actual, reasonable¹ lodging, as determined by the [Federal General Service Administration \(GSA\) rates](#). Reimbursements for lodging in excess of these rates can be made provided the traveler seeks pre-approval from his/her Division Head and that a written justification for the excess amount is provided for by the traveler's Division Head and attached to the Travel Reimbursement form. In the event the excess reimbursement is justified, the excess amount cannot be charged to State funds but can be charged to non-state funds, subject to funding availability.

¹ The College will use the Federal GSA rates as a guideline to determine reasonable lodging costs. These rates can be found at: http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

C. Incidental Expenses

No receipts are required for reimbursement of incidental expenses. Incidental expenses include parking meters, laundry, cleaning, pressing of clothes and tips and fees for services (e.g., for waiters and baggage handlers). The amount to be reimbursed is \$3.00 for every 24 hours of travel.

D. Reimbursement for Operation of Private Automobile

Effective for all travel dates on or after March 09, 2007, mileage for the operation of a private automobile for College business will be reimbursed at the current standard mileage rate as determined by the IRS. Standard mileage rates for the current year can be found at the IRS website on Standard Mileage Rates at [2020 Standard Mileage Rates](#).

E. Preferred Travel Agency

The College's preferred travel agency is Davisville Travel and can be reached at:

- 1-800-255-4567 (Telephone) – M-F, 8am to 5pm PST;
- 1-510-350-5175 (Telephone) – Weekend and after-house domestic assistance. VIT code: AL05
- 1-510-382-1067 (Facsimile)
- www.davisvilletravel.com
- 1-800-358-1015 (After hour emergency service telephone number (weekends and after 5.p.m Pacific Standard Time (PST), Monday thru Friday). Refer to CST number 1018507-10.

Contact the CFO's office for the current travel representative's e-mail address and direct telephone line.

A service fee will apply to all reservations.



Travel Guidelines & Reimbursement Acknowledgement Form

UC Hastings College of the Law (College) will pay for costs related to travel, including air fare, lodging, ground transportation, meals and incidental expenses in accordance with travel policies of the College. Reimbursement requests and required documentation must be submitted within 30-days of completion of the trip. Requests submitted after the stated deadline cannot be processed.

Air Fare: The College's designated travel agent, Davisville Travel, has been instructed to provide the lowest cost fare. Please work with the agency directly to schedule your flight by sending an email to jenni@davisvilletravel.com with your full legal name, birth date, and travel dates.

Lodging: Lodging will be reserved directly by the College once the guest's flight itinerary is confirmed. Costs covered include room and taxes only for up to two nights for domestic travel, and up to three nights for international travel. If you prefer to reserve your lodging directly, please refer to rates determined by the [Federal General Service Administration \(GSA\)](#). Lodging reimbursements will be made if the lodging site is more than a 50-mile radius of the traveler's established place of employment or residence. Receipts for lodging must indicate the traveler as a registered guest, the name of the hotel, address, occupancy dates, and daily rate.

Ground Transportation: The College will cover costs for ground transportation necessary to accomplish the official business purpose of the trip. Reimbursement will be made only for the method of transportation which is in the best interest of the College, considering both direct expenses as well as the guest's time.

Meals and Incidental Expenses: The maximum amount allowed per day for meals and incidental expenses is \$42 for travel occurring between 12 to 24 hours, and \$64 for travel occurring in 24-hour increments. The College does not reimburse for meals on a per-diem basis, and itemized receipts are required for reimbursement.

When submitting reimbursement requests, receipts must show proof of payment. Please note that expenses cannot be reimbursed until after the date of travel. All reimbursement requests require a receipt and are subject to review and approval. For questions and information about the College's travel policy, please contact Roslyn Foy at foyr@uchastings.edu.

Please email a signed version of this form upon receipt to Roslyn Foy at foyr@uchastings.edu or to your administrative contact at UC Hastings.

Signature

Date

**UNIVERSITY OF CALIFORNIA, HASTINGS COLLEGE OF THE LAW
TRAVEL REIMBURSEMENT FORM INSTRUCTIONS**

Please refer to the following instructions when completing the Travel Reimbursement form. For detailed information on the College's travel policy and allowable expenses, refer to the College's *Financial Operations Policy and Procedure Manual*.

GENERAL INSTRUCTIONS:

- Complete one reimbursement form per trip (continuous trips can be included on one form).
 - Do not write in the shaded areas of the form - these sections are reserved for Fiscal Services.
 - Reimbursement request must be submitted within 30-days of the return of the trip.
 - If there is insufficient space use additional forms.
 - Please type or legibly print when completing the form.
 - Unless indicated otherwise, original, itemized receipts must be attached to reimbursement form. Expenses not supported with itemized receipts will reduce reimbursement.
 - All reimbursement forms and expenditures will be audited by Fiscal Services to ensure compliance with the College's travel policy. Discrepancies may delay processing the reimbursement.
 - All applicable sections of the form must be completed. Information is confidential.
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Section A. Traveler Information

The information in this section is required and will be kept confidential.

Section B. Transportation Costs

(1) Shuttle/Parking/Taxi/Tolls - Total the amount spent on these items. Attach receipts.

(2) Airfare - The cost of airfare. Include the amount even if the ticket was charged to the College's travel agent. Attach the "passenger receipt" section of the ticket. If charged to the College, refer to Section F of this form for cost center distribution instructions.

(3) Other Modes - Cost of transportation for modes other than airplane or private vehicle. Type codes: R - railway; B - bus, light rail or BART; CO - College owned vehicle; RC - rental car (including gasoline expenses). Original, itemized receipts are required.

(4) Private Vehicle - Mileage reimbursement calculation. Indicate the number of miles driven times the mileage reimbursement rate indicated in the Financial Policy manual. Enter the total amount of reimbursement and the license plate number of the vehicle used. A **current authorization form** must be on file with the CFO's office in order for mileage reimbursement of a private vehicle to be processed.

(5) Transportation Total - The total amount of boxes #1, #2, #3 and #4.

Section C. Registration Fees

(6) Prepaid Registration Fees - Cost of registration fees prepaid by the College. No receipt required. This item has already been charged to the designated cost center. Do not include this item in Section F.

(7) Registration Fees Paid by Traveler - Cost of registration fees paid by the traveler for which reimbursement is sought. Attach receipts. This item should be included in Section F.

Section D. Trip Information & Daily Expenses

(8) Departure Date - The date of departure for the trip.

(9) Return Date - The date of return from the trip.

(10) Departure Time - The time of departure for the beginning of the trip.

(11) Return Time - The time of return for the end of the trip.

(12) Date - The month/day/year when trip expenses were incurred. Itemize expenses per day.

(13) Location - The City, state, campus or other location where the travel expenses were incurred.

(14) Lodging - The daily amount and total spent on lodging (room and tax). Attach itemized receipts. If you share a room, only include your portion of the room charges.

(15) Meals - The daily amount and total spent on meals. Attach itemized receipts.

(16) Business Expense - Receipt Items. The amount spent on reimbursable business expenditures. Attach receipts.

(17) Business Expense - Non-Receipt Items. The amount spent on non-receipt items. Refer to the College's Financial Policy manual for the current allowance.

(18) Total Daily Expenses - The total amount of reimbursable expenses. The total of boxes #14, #15, #16, and #17.

Section E. For Fiscal Use Only

Please do not write in this section.

Section F. Cost Center Distribution

(19) Use this section to indicate the cost center(s) and amount(s) of travel costs to be charged. Multiple cost centers may be used. These costs should include prepaid items.

NOTE: If applicable, total the prepaid items (travel advances, hotel and airfare) and record in Section F., Cost Center Distribution as follows:

For State Travel:
00-10000-1345 <\$X.XX>

For Non-State Travel:
09-99999-1345 <\$X.XX>

(20) Total Amount: The total amount on this line should equal the amount reflected on line (26), total reimbursement.

Section G. Reimbursement Calculation

(21) Total Gross Expenses: The total of boxes #5, #6, #7, and #18. This amount represents the entire cost of the trip, not necessarily the amount to be reimbursed to the traveler.

(22) Less Prepaid Transportation: Subtract the airfare (box #2) billed to the College by the travel agency. This amount cannot be claimed for reimbursement.

(23) Less Prepaid Registration: Subtract the registration fee (box #6) prepaid by the College. This amount cannot be claimed for reimbursement.

(24) Less Prepaid Hotel: Subtract the prepaid hotel amount (box #14), billed to the College by the travel agency. This amount cannot be claimed for reimbursement.

(25) Less Travel Advances: If you received an advance, subtract it from the total gross expenditures on this line. Advances cannot be claimed for reimbursement.

(26) Total Reimbursement to Traveler/Amount Owed to College: The amount of reimbursement due to the traveler. Box #21 less boxes #22, #23, #24, and #25. This amount should equal the amount reflected in the total of box #20. If the amount of the travel advance exceeds the travel expenditures, the traveler must reimburse the College. Attach check to Travel Reimbursement form.

Section H. Purpose of the Trip

Include a brief statement of the purpose of the trip.

Section I. Check Disposition

Select the method of check distribution.

Section J. Authorization

The reimbursement form must be approved by the Department Head/Budget Mgr. If the traveler is the Department Head/Budget Mgr., the form must be signed by his/her supervisor.

Section K. Certification

The traveler's signature is required.

UC HASTINGS COLLEGE OF THE LAW
TRAVEL REIMBURSEMENT FORM

Section A. Traveler Information (Please Print or Type)		Name (Last, First)		Mailing Address (Street, Apt #, City, State, Zip)		Position	
Social Security Number		Office Telephone Number		Department Name/Office Number			
Section B. Transportation Costs							
Shuttle/Parking/ Taxi/Tolls (1)	Airfare (2)	Other Modes (3)	Private Car (4) <small>(Note: A current authorization form must be on file. See instructions for more information.)</small>	Total Transportation Costs (5)	Paid by College (6)	Paid by Traveler (7)	
\$	\$	\$	Miles Driven: \$ License Plate #: \$	\$ 0.00	\$	\$	
Section D. Trip Information and Daily Expenses							
Departure Date (8):		Return Date (9):		Departure Time (10):		Return Time (11):	
Date (12) (MM/DD/YY)	Location (13) (City and State)	Meals (15)	Business Expense (16):	NR Business Expense (17):	Total Daily Expenses (18):		
		\$	\$	\$	\$ 0.00		
		\$	\$	\$	\$ 0.00		
		\$	\$	\$	\$ 0.00		
		\$	\$	\$	\$ 0.00		
		\$	\$	\$	\$ 0.00		
		\$	\$	\$	\$ 0.00		
		\$	\$	\$	\$ 0.00		
		\$	\$	\$	\$ 0.00		
		\$	\$	\$	\$ 0.00		
		\$	\$	\$	\$ 0.00		
Total:		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Section F. Cost Center Distribution							
Account Number (19a)		Amount (19b)		(21) Total Gross Expenses:		\$ 0.00	
				(22) Less Prepaid Transportation:		<\$ >	
				(23) Less Prepaid Registration:		<\$ 0.00 >	
				(24) Less Prepaid Hotel:		<\$ >	
				(25) Less Travel Advance:		<\$ >	
TOTAL(20):		\$ 0.00 (should match)		(26) Total Reimbursement/Amount Owed:		\$ 0.00	
Section H. Purpose of Trip Your Total: 0.00							
Section I. Check Disposition							
Please check either "mail" or "pick-up". If no disposition method is indicated, the check will be mailed to the above address.							
Mail: _____		Pick-Up: _____		E-Check: <input checked="" type="checkbox"/>		_____ when check is available.	
Section K. Certification							
I certify that the above is a true statement of the travel expenses I incurred in accordance with existing travel policies of the College and that all items shown were for official College business.							
Signature		Traveler's Signature		Date		Date	
White: Fiscal Services		Yellow: Fiscal Services		Pink: Employee		Goldenrod: Budget Manager	