

BRC UCOP/ ACADEMIC SENATE TRAVEL REIMBURSEMENT FORM

Name:

Address:

Title/Campus:

Destination:

Date/Time Depart: Return:

Email: Tel No:

Payee Instructions:

- Original receipts required for airfare, hotel, car rental, rail, taxi, meals, etc.
- Tape all original receipts on 8.5x11 white paper, portrait orientation, in order of expenditure.
- Do not tape over printed areas of receipts.

(FOR UCOP USE ONLY)

TR #

Account	Fund	Project	Sub	Object	Source	%
M- 430384	19900		3	<input style="width: 40px; height: 20px; background-color: #cccccc;" type="text"/>		<input type="checkbox"/>
M-				<input style="width: 40px; height: 20px; background-color: #cccccc;" type="text"/>		<input type="checkbox"/>

(Attach separate sheet if additional FAUs are needed)

Business Purpose: *(Provide brief description below)*

Part I: Attach receipts and check relevant boxes:

Airfare Hotel Car Rental Rail Conf Registration Entertainment
Prepaid by UC *Prepaid by UC*

Part II: Other expenses: Fill in amounts under corresponding category; attach receipts if possible:

Date	Meals & Incidentals <small>(Tips on Meals, Skycap, Hotel Staff)</small>	Daily Parking	Taxi / Shuttle <small>(Including Tips)</small>	Gas / Tolls	Public Transport <small>(BART, Bus, etc.)</small>	Auto Mileage <small>(No. of Miles)</small>	Other <small>(Internet, Phone, Checked Baggage Fees, etc)</small>

Traveler Signature:

Dept Contact & Phone:

Date:

Dept Approval:

By signing this document, I certify the amounts claimed are a true statement of the expenses incurred on official University business and the original of all required receipts has been submitted.

Send completed form and original receipts (receipts should be taped to a sheet of plain paper) to BRC - Team Blue, 1111 Franklin Street 9th floor, Oakland, CA 94607