

# RES Foreign Travel Reimbursement

(Includes Non-Continental USA)

Ref# \_\_\_\_\_

(If reporting foreign currency, please identify)

Please Check one (mark X) type		
▼	Meals/Incidentals	Lodging
1)	Actual	Actual
2)	Per Diem	Per Diem
3)	Actual	Per Diem
4)	Per Diem	Actual

**TRAVELER INFORMATION:**

Traveler's Name:	Home Phone No.:	
E-mail:	Work Phone No.:	
City of Residence:	* US Citizen: Y / N	Answer Y or N
UCB Employee No.:	UC Berkeley Student ID:	
* Non UCB Employee Must Provide Home Address & SSN:		

**\* All Non US citizens if Non UCB Employees must attach a copy of their visa, passport, I-94 and fill out a UCB W-8BEN. May also need a Certificate of Academic Activity, review per case.\***

**Trip Purpose:** \_\_\_\_\_

**Trip Destination (Please use one form per destination):**

When did traveler arrive at the destination?	Date	Time
When did traveler leave from this destination?	Date	Time

**LOCATION EXPENSE: TRANSPORTATION:**

Airfare \$	Amt Paid by CTS \$	Amt paid directly by the traveler \$	-
If using Private Car Liability Insurance ? Y / N	Check on	License Plate No.:	Total miles: \$ 0.00
From	To	From	To
If using Rental Car \$	Gas: \$		
Parking: \$	Tolls: \$		

**Ground Transportation (Buses, Rail, Shuttle, Taxi, etc. Please describe & quantify. Example: Rail \$45.00)**

Example Rail \$ 45.00 \$ \$

**Miscellaneous Expenses while traveling**

Registration Fees: \$	Fax, Copies, Supplies, etc. (Please describe & quantify)
Telephone: Business \$ Personal \$	Example Fax \$ 6.00 \$
(Traveler is allowed 1 personal phone call home per day)	\$ \$

**M&IE - Meals and Incidentals Expenses (i.e., tips, laundry, porter, etc.) Actual expenditures are reimburseable up to the per diem rate**

**DAILY EXPENSES:**

Date:	/ /	/ /	/ /	/ /	/ /	/ /	/ /
Breakfast:							
Lunch:							
Dinner:							
Incidentals:							
<b>Total :</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Lodging</b>							

Account	Fund	Org	Prog	Project	Flexfield	Amount

**This form is used to key in paper submission of travel reimbursement requests to the UCB online system. The traveler's signature certification serves as the equivalent to the online signature requirement. For easy reference, please note total pages of receipts included: \_\_\_ UCB mandates all original receipts taped onto 8 1/2x11 sheet(s) for subsequent microfiche storage purpose.**

**Total Submitted - (auto calculation)**

I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense of \$75 or more, as required by University policy.

As the online preparer, I certify that I have input the data as submitted and approved by the approver

Traveler's name (print) \_\_\_\_\_ Authorized Signature \_\_\_\_\_  
 Traveler's signature \_\_\_\_\_ Date \_\_\_\_\_  
 Date \_\_\_\_\_

Online preparer name (print) \_\_\_\_\_  
 Online preparer signature \_\_\_\_\_  
 Online completion date: \_\_\_/\_\_\_/\_\_\_