

Date:

Preparer:

Dept.:

If we have questions, who should we contact? Payee:

Preparer:

Other:

Preferred Contact Info. (if not Payee): Name:

Email:

Phone:

PAYEE	Name:	UC Employee:	Student:	Vendor:	Other:	Emp/Stu/Vend.ID:	Org.Node:
	Email:	Phone:					
	US Citizen/Permanent Resident?		Yes	No			

TRIP	Business Purpose: State date(s), location(s) and reason(s):
	Details for any Personal Time, Entertainment or Special Circumstances: Enter date(s), location(s). For entertainment, also include business purpose, guest names & their affiliation. Enter meal costs in M&IE section blw.

TRANSPORTATION & MISC. EXPENSES	Air Fare: Seeking Reimbursement? No Direct Bill? Yes																																
	Yes	Attach Itinerary & Proof of Payment																															
	Airfare Amount:																																
	Personal Car:																																
	<table border="1"> <thead> <tr> <th>Date</th> <th>Drove From Address</th> <th>Drove To Address</th> <th>Rate</th> <th>Miles</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Date	Drove From Address	Drove To Address	Rate	Miles	Amount																								
	Date	Drove From Address	Drove To Address	Rate	Miles	Amount																											
Rental Car: Economy/Compact/Intermediate Other Size		Total Mileage Amount:																															
Reason for "Other Size" Car:		Car Rental Amount:																															
Transportation & Other Misc. Expenses:																																	
<table border="0"> <tr> <td>Gas</td> <td>Parking</td> <td>Taxi</td> <td>Shuttle</td> <td>Baggage</td> <td>Phone</td> <td>Tips</td> <td>Other</td> </tr> <tr> <td>Toll</td> <td>BART/Rail</td> <td>Taxi</td> <td>Shuttle</td> <td>Other</td> <td>Internet</td> <td>Tips (non meal)</td> <td>Other</td> </tr> </table>			Gas	Parking	Taxi	Shuttle	Baggage	Phone	Tips	Other	Toll	BART/Rail	Taxi	Shuttle	Other	Internet	Tips (non meal)	Other															
Gas	Parking	Taxi	Shuttle	Baggage	Phone	Tips	Other																										
Toll	BART/Rail	Taxi	Shuttle	Other	Internet	Tips (non meal)	Other																										
Conference/Registration Fee: Seeking Reimbursement? No Yes		Conference/Registration Fee Amount:																															
Paid on Blue Card? No Yes																																	
Optional Notes/Comments:																																	
TOTAL TRANSPORTATION & MISC. EXPENSES:																																	

LODGING, M&IE EXPENSES	Lodging, Meals & Incidental (M&IE): Travelers should only claim Actual Expenses for the locality of travel.								
	Dates	Location	Currency	Lodging	Breakfast	Lunch	Dinner	Light Ref	M&IE Totals
	LODGING TOTAL:				M&IE TOTAL:				
	Optional Notes:				LODGING & M&IE TOTAL:				

T	Travel Advance? Yes	Travel Advance Amt: Enter (-) amt:	ESTIMATED REIMBURSEMENT:
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COA	Account	Fund	Dept	Program	CF 1	CF 2	\$ Amount	Optional: Chartstring Description
								Accounting Approval (Dept Specific)

CERTIFICATION	I certify that the above is a true statement, that the expenses claimed were incurred by me on the dates shown, and that I have attached original receipts for each expense as required by Peregrine Treks and Tours Policy. I agree to pay bank service charges from my receivable amount.	
	Traveler Name and Title:	
	Traveler Signature:	Date:
	Authorizing Name and Title:	
	Authorizing Signature:	Date: