

Department of Ecology and Evolutionary Biology
 Travel Reimbursement Request Form (**attach original itemized receipts**)

KFS DOC # _____

Rev July 2015

Date: _____	Traveler's Name: _____
Traveler's phone and email: _____	

Trip to (name of conference, institution): _____	
Purpose of Trip: _____	Location (City and State): _____
Travel Dates: From: _____	To: _____

Did you receive any advances towards this trip: YES _____ NO _____ Please list amount received below:	
Airfare: _____	Hotel: : _____ Other: _____
KFS Account #: _____	Project Code: _____ Object Code: _____

Please submit **original receipts, invoices, itemized meal receipts**. (Attach excel spreadsheet if more space is needed)

Expense Date	City	Airfare (payment)	Hotel (room & tax only)	Registration Fees	Meals	Taxi/ Shuttle	Other (explain)	Total

Notes: _____

MILEAGE: List total miles; attach map showing the address to and from . TOTAL MILES _____ @ \$ 0.575 per mile
For mileage, please indicate if you have Liability Insurance: YES _____ NO _____

GRAND TOTAL REQUESTED:

Travel Certification:

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 as required by UC Policy and understand the privacy notification.

Traveler's signature: _____

PI Name: _____ PI Approval signature: _____