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## Travel Advance / Travel Expense Reimbursements

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### Section 1: Traveler's Information

Complete UCI Employee or NON-Employee Section:

- UC Irvine Employees: Please print full name and department affiliation
- NON-Employees: Provide full name and mailing address where you would like to receive the reimbursement check.

Travelers who are not US Citizens must complete the following:

- [Certification of Academic Activity](#)
- Passport Page, Visa page and front and back of I-94.

### Section 2: Travel Information

Choose Payment Type:

- Advance Payment
- Advance Reimbursement
- Clear Advance
- Travel Reimbursement

**In the Explanation provide Who, What, When, Where and Why for the reimbursement request. If you can answer these questions, your explanation is complete.**

### Section 3: Travel Expenses

Select an Expense Type:

- **Advances:** The amount requested for the cash advance request shall not exceed a reasonable estimate of the out-of-pocket expenses needed for the trip. A traveler should have only one outstanding cash advance per trip; each advance should be accounted for before another advance is granted.
- **Airfare:** Enter the cost of airfare. Each expense must be supported by an original paid receipt showing method of payment and an itinerary which contains a 13-digit ticket number.
  - **Some Foreign and U.S. airlines do not assign a ticket number. In this instance, in KFS enter all zeros in the ticket number field.**
- **Lodging:** Enter lodging expense **only**. Food, phone, internet, parking expenses that may appear on the hotel folio should be broken-out and entered in KFS under appropriate category. **Effective Oct. 15, 2017 new [lodging](#) cap is \$275 per night before taxes and other hotel fees.**
- **Registration:** Enter registration expense and provide meeting / conference agenda. Expenses must be supported by an original paid receipt.
- **Rental Car:** Enter the cost of the rental car. Each expense must be supported by an original receipt which contains miles in and miles out. Any additional insurances **will not** be reimbursed. For University rental car rates, use [Connexus](#) when booking rental cars.

- **Ground Transportation:** Enter the date and amount of each expense separately for each receipt. You can combine ground transportation receipts expended on the same date.
- **Mileage:** Complete Mileage Log and submit along with maps verifying mileage claimed for reimbursement. – Private cars **must** have liability insurance in order to be reimbursed mileage.
- **Meals:** Enter the date and amount of each day’s meal expense. Travelers may request reimbursement only for actual expenses incurred up to \$62 / per day in accordance with new reimbursement limits for [meals](#) as of Oct. 15, 2017.
- **Foreign Per Diem Meals & Incidental Expenses (M&IE):** Enter the date, location and appropriate Foreign M&IE rate. Provide [U.S. Dept. of State Foreign](#) per diem rate sheet with supporting documentation. If travel is to more than one Foreign location, provide Foreign per diem rate sheets for each location.
- **Foreign Per Diem Lodging:** Enter the date, location and appropriate foreign lodging rate. Provide [U.S. Dept. of State Foreign](#) per diem rate sheet with supporting documentation. If travel is to more than one foreign location, provide Foreign per diem rate sheets for each location.
- **Special Instructions / Miscellaneous Expenses:** Enter notes, special instructions or miscellaneous expenses that do not fit into any of the above categories (internet, phone, road tolls, fuel for rental car, supplies, etc.)
- **Total:** Enter the total payment in U.S. dollars.
- **Reimburse Payee:** Enter the amount to be reimbursed to the payee.
- **Pay UC Irvine Corporate Visa:** Enter the amount to be reimbursed to U.S. Bank.

#### Section 4: Travel Expense Certification

**Expense Certification:** Sign and Date.

#### Section 5: Funding

**Funding:** Enter the account(s) and fund(s) to be charged.

**Approval Signature:** Obtain required approval signatures on the form and upload with supporting documentation into the KFS document for reimbursement.

**NOTE:**

Tape receipts to an 8 ½ x 11 sheet of paper. Make sure not to cover any important information with tape, such as dollar amounts.

When missing or lost receipts, a credit card statement may be provided as proof of payment. Make sure to redact **all** personal information on the credit card statement before uploading into KFS document.

When requesting reimbursement for special circumstances, upload a justification memo into KFS. In KFS Explanation provide a statement “requesting exceptional approval” and give reason why.