

Travel Reimbursement Instructions

Section 1: Traveler's Information

Complete UCI Employee or NON-Employee Section

- a. *UC Irvine Employees:* Please print full name and department affiliation
- b. *Non-UC Irvine Employees:* Provide full name and mailing address where you would like to receive the reimbursement check. A Social Security Number is REQUIRED for all travelers who are not currently employed by the University of California Irvine.

Travelers who are not US Citizens must complete the following:

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

NEW (not previously paid) Non-UC Irvine Employees must complete a [W-9 Form](#)

Section 2: Travel Information

Choose a Payment Type

- Advance Payment
- Clear Advance
- Travel Reimbursement

Enter the Destination, Purpose of travel, and Duration of Travel Dates.

Be sure to include your Departure Time (time you left your home/office) and Return Time (time you returned to your home/office).

Section 3: Travel Expenses

Select an Expense Type

Advances (pre-payments): Enter the amount of the advances paid to you or on your behalf. For example; cash advance, airfare, lodging, or registration. Trip Number will be assigned by your Department.

Airfare: Enter the cost of the airfare. Each expense must be supported by an original receipt / itinerary which contains a 13-digit ticket number and proof of payment.

- o **Some foreign and U.S. air carriers such as JetBlue may not assign a ticket number.**

Lodging: Enter the cost of the room and tax ONLY. The cost of food, phone, internet, or parking charges that may show on the hotel folio should be entered under appropriate category. (See below for special instructions)

Registration: Enter the cost of the registration along with a copy of the meeting/conference agenda. Expenses must be supported by the original receipt.

Rental Car: Enter the cost of the rental car. Each expense must be supported by an original receipt which contains the miles in and the miles out. Any additional insurance expenses WILL NOT be reimbursed.

- o **Travelers on University Business should use approved rental agencies because the negotiated rates include insurance such as CDW/LDW and SLI. ([See current Rental Car Agreements](#)).**

Ground Transportation: Enter the date and the amount of each expense. If necessary, list dates and expense amounts on a separate sheet.

Mileage: Complete the [Mileage Log Form](#) and submit it along with a completed Expense Reimbursement Form. Gasoline is not reimbursed in lieu of mileage.

- Private cars **MUST** have liability insurance to be reimbursed for mileage.

Meals: Enter the date and the amount of each meal expense. Travelers may seek reimbursement only for their ACTUAL EXPENSES UP TO \$64 in accordance with existing policy. **THE CONUS MEAL CAP IS NOT A PER DIEM.**

Foreign Per Diem Meals & Incidental Expenses (M&IE): Enter the date, location and the appropriate foreign M&IE_rate. Rates may be found at [FOREIGN PER DIEM RATES](#) If necessary, list locations, dates and amounts on a separate sheet.

Foreign Per Diem Lodging: Enter the date, location and the appropriate foreign lodging rate. Rates may be found at [FOREIGN PER DIEM RATES](#) If necessary, list locations, dates and amounts on a separate sheet.

Special Instructions/MISC Expenses: Enter notes, special instructions, or miscellaneous expenses that do not fall into any of the above categories (foreign lodging tax, phone, internet, road tolls, gasoline for rental car, supplies, entertainment, etc.).

Total: Enter the total payment in U.S. dollars.

Reimburse Payee: Enter the amount to be directed to the payee.

Pay UC IRVINE Corporate Visa: Enter the amount to be directed to U.S. Bank.

NOTE:

Tape Receipts to an 8 ½ x 11 sheet of paper. Make sure not to cover any important information. Do NOT submit double-sided documents

A credit card statement is not acceptable as a receipt. However, if the original documentation have been lost or destroyed, you may provide it to obtain exceptional approval.

When requesting exceptional approval, be sure to include a justification memo explaining the circumstances.

Section 4: Travel Expense Certification

Expense Certification: Sign and Date

Section 5: Funding

Funding: Enter the account(s) and fund(s) to be charged. Contact Department if you have any questions.

Approval Signature: Submit the completed form to your department for review and approval. Your department will forward the documents to the business office for processing and payment.