

Post Travel Form Preparation Instructions:

Traveler's Name and Address: use a campus or business address for all travel claims.

Destination and Purpose of Travel: include the destination and purpose of your travel

Departure and Return Times: needed when claiming reimbursement for meals and/or lodging.

Trip Number: assigned by Service Center. Use ONLY if an advance or payments to vendors on behalf of the traveler have been made.

Document Number: BANNER assigned FYAINVE number.

Prepared by: indicate the name and phone number of the person who should be contracted if questions about the claim arise.

Vendor Number: BANNER Vendor/Payee Identification number.

Traveler's Status: Indicate if visitor, student or employee.

Travel Advances Received: List all advances received in the spaces provided. This includes payments that were made on behalf of the traveler such as airline ticket, lodging, conference, registration fees or early reimbursements when a charge card is used.

Airfare: Coach/Economy class airfare rates are reimbursable. Original receipt required.

Private Car: for more than one trip claim include a separate log of trips. Include the dates, to/from trip information, and number of miles per trip. Car license # MUST be provided.

Mileage Reimbursement Rates: 55 cents per mile as of 7/1/11

UCO/LICK Round Trip Standard Allowances from Campus:

San Jose Airport \$41.07, Oakland Airport \$76.59, San Francisco \$71.59, Mt Hamilton \$64.93

Rental Cars: Insurance costs and optional charges are not reimbursable. Additional driver charges will be reimbursed if the additional driver is a UCSC employee. Campus-wide contract information is now available via internet. These vendors may include free insurance. **Original Receipts Required.**

Other Transportation: Indicate the type of transportation and cost.

Parking Tolls: Indicate the dates and amount incurred.

Conference/Registration: Indicate in the comments section if any meals were provided by the conference. Do not include the cost of social activities/events sponsored by the conference. Original Receipt is required.

Lodging: Include room and occupancy tax. Phone charges in association with business must be categorized as "Misc. Expense." RECEIPTS & FOLIO ARE ALWAYS required regardless of the amount.

Meals & Incidentals: List meal costs by day. Meals and incidentals must not exceed \$64 per day for domestic travel unless trip is long term (more than 30 days). Long term allowance available from service center. Rates effective 10/1/06..

Reimbursement of travel meal & inciental expneses for business trips of less than 24 hours is allowable only if an overnight stay is involved,

Policy effective 9/1/08

Foreign per Diem: Indicate the country, the dates and number of days within the country in the comments section or on an attachment. Reimbursement is based upon published federal rates. Exchange and per diem rates are available from the Service Center.

Misc. Expenses: detail any reimbursable expenses which do not fit into the above categories.

Comments: Use this section to record any relevant information -- exchange rates, exceptions to policy, explanation of misc. or unusual travel arrangements, no receipt available, etc. If more room is needed you may add an attachment.

Amount Due to Traveler: Total expenses less any cash advances or prepayments to vendors. When total expenses are less than advances received and should be recorded in <brackets> as payable to UC Regents. Attach a check made payable to UC Regents.

Amount Due to Regents: When total expenses are less than advances received and should be recorded in <brackets>. Attach a check made payable to UC Regents.

Travelers Certification: Traveler must read clause and sign form.

Funding Authorization: Signature of individual with authorization to expend funds against the FOAPAL.

Other Officer Authorization: Can be used for PI, other funding units, or Senior Officer for request which do not comply with policy.

Original Receipts are required for the following expenses:

Original Airline ticket

Local transportation costing more than \$75.00, excludes private car usage

Rental Cars

All individual expenses of \$75.00 or more

All lodging (detailed folio required)

Conference Reigstation or Registration Fees