

## EARTH RESEARCH INSTITUTE

## **Travel Voucher Worksheet**

Name:			Project(s) to charge:					
Contact Number:			Email Address:					
Department:			Check mailing address:					
If available, do you want dire	ct deposit: Yes	No						
Home Institution:		_		L				
Home Institution:			U.S. Citizen? Yes No If <u>not</u> a U.S. Citizen attach a copy of your VISA/Passport ( <u>non</u> -UC employees only).					
Destination:			UC Employee? Yes No					
Purpose of Trip:								
Itinerary	Date	Time			Date Time			
Exact date & time of departure (from home):	@	Exact date & time of arrival (at destination):						
Exact date & time of departure (from destination)	@ Exact date & time arrival (at home):			f @				
If your itinerary is more complex,	e.g. spent time at several sites,	please use the back of this shee	et to write it out in the same	e format as abov	e or attach a separate sheet.			
Any personal time taken on this trip? Yes No If yes, dates:								
Expenses	Options	Amount to re	eimburse					
Meals & Incidentals	Actual amount spent: Please use back of sheet.	\$		Maximum a (Domestic rate	llowed rate is: \$92 per 24 hours e, call your Travel Assistant for foreign rates)			
Lodging	Hotel (Itemized receipt is required)	\$		Did you share a room? Yes No With whom? (Use back of page, notes to preparer.)				
Transportation	Airfare: (Receipt is required*)	\$		Paid by <i>ERI</i> or <i>Traveler</i> ? (Select one) (Receipt required even if paid by ERI)*				
Total Expenses \$	Private car use Reimbursed at \$0.67/mile <i>Mileage log required.</i> (Rate subject to change)	Total miles driven: Liability Insurance?		License plate #: <b>REQUIRED</b> if claiming mileage or gas (for personal vehicle only). Can only claim one: gas <b>OR</b> mileage.				
	Other Vehicle:	\$		Gas: \$ Parking: \$				
	Train/Bus (Receipt is required)	\$		Tolls: \$ Porterage: \$				
	Taxi/Other	\$		If not all rec	not all receipts available, # of trips:			
Other	Registration	\$	Internet Access: \$		Excess Baggage: \$			
	Supplies	\$	Phone/Fax: \$		Other (Please explain.) \$			
Are you being reimbursed from any other source? What are they reimbursing you for and how much?								
Did ERI <u>advance</u> you money for expense or pay airfare, registration directly for you? (If you did not receive an advance, please enter 0) Amount Advanced: \$								
Amount due to Traveler, or due to UC: \$ Amount to pay UCSB Corporate card: \$								
(If paying back money, indicate with a minus or leave blank)      (Amount you want ERI to pay directly to your UCSB Corporate card.)								
TRAVELER'S SIGNATURE:			Traveler cannot sign as approval. APPROVAL SIGNATURE:		Traveler cannot sign as approval.			
I CERTIFY THAT CLAIMED DO N UNIVERSITY BU	AT THE EXPENSES IRRED BY ME ON OFFICIAL JAT I HAVE ATTACHED ORIGINAL QUIRED BY UNIVERSITY POLICY.	(Not same as Traveler) Nam	e & Title:					
REIMBURSEMENTS WILL NOT OCCUR UNTIL APPROPRIATE RECEIPTS ARE SUBMITTED TO ERI								

## Please indicate by date the actual amounts spent for Breakfast, Lunch, Dinner and any Incidentals. Please keep in mind that the allowed MAXIMUM is \$92 for each 24 hour period (domestic rate). Foreign rate will vary depending on city and country.

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTALS	(FOR ERI USE)
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	

I hereby certify that I am not requesting reimbursement for any alcohol purchased on this trip.

Initial Departure Location:	Initial Departure Dat	te:	Initial Departure Time:	
	Arrival Date	Arrival Time	Departure Date	Departure Time
Location 1:				
Location 2:				
Location 3:				
Location 4:				
			•	

Final Arrival Location:

Final Arrival Date: Final Arrival Time:

IF YOU NEED ADDITIONAL SPACE, PLEASE ATTACH A SEPARATE SHEET

PLEASE E-MAIL COMPLETED ELECTRONIC WORKSHEETS ALONG WITH **RECEIPTS TO:** 

ERI Travel (Travel@eri.ucsb.edu)

\*\*We will not accept printed paper documents, only electronic\*\*

Special notes to voucher preparer: