



Travel Voucher Worksheet

Name: _____

Project(s) to charge: _____

Contact Number: _____

Email Address: _____

Department: _____

Check mailing address: _____

If available, do you want direct deposit: Yes No

Home Institution: _____

U.S. Citizen? Yes No

Initial Departure Location: _____

If not a U.S. Citizen attach a copy of your VISA/Passport (non-UC employees only).

Destination: _____

UC Employee? Yes No

Purpose of Trip: _____

Itinerary table with columns for Date and Time for departure and arrival at home and destination. Includes a note for complex itineraries and a question about personal time taken on the trip.

Expenses table with columns for Options and Amount to reimburse. Rows include Meals & Incidentals, Lodging, Transportation, and Other. Includes a Total Expenses box and a note about the maximum allowed rate.

Reimbursement information section with questions about other sources, advances, and amounts due to traveler or UCSB Corporate card.

Signature section for Traveler and Approval, including a disclaimer about the accuracy of the information provided.

REIMBURSEMENTS WILL NOT OCCUR UNTIL APPROPRIATE RECEIPTS ARE SUBMITTED TO ERI

