UCI
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Please return via mail/post to Cynthia Kennedy to address indicated to the left.

Traveler's Name and Address:	Purpose of Travel:
	NSF workshop on Molecular Communication/Biological Communications Technology, 2/19-2/20/08
	Location: Hilton, Arlington, VA
Traveler's Email:	Departure Date & time: Return Date & time:

US Resident: Check one	☐ Yes	SSN#	***Foreign travelers must provide copy of passport and I-94*** .
	☐ No (specify visa type)	Visa Type:	

EXPENSES:

TYPE	Please indicate type of receipt in English if in foreign writing.	AMOUNT
Airfare	**ORIGINAL** ticket/passenger coupon and itinerary/invoice **(must show ticket number)**	
Lodging/Hotel	**ORIGINAL** hotel bill/folio **(must be itemized by date-show proof of payment -0- balance)**	
Rental Car	**ORIGINAL** receipt. UC does not reimburse rental car insurance purchased. (Hertz, Enterprise and National Rental car rates includes insurance-ask for agreement #)	
Taxi, Train, Bus, Etc.	**ORIGINAL** receipt. May be reimbursed w/o receipt, IF expense is under $75 (please break-down by date and amount).	
Mileage	$0.50.5 cents per mile. # of miles:	
Other:		
	Total Expenses Due:	

TRAVELER MUST ALSO SIGN TRAVEL VOUCHER

X:

Signature & Date

The above is a true statement of travel expense incurred by me on official University business on the date(s) above.

UCI's travel policies procedures
http://www.accounting.uci.edu/disburse/travel.html