# RESIDENT TRAVEL REIMBURSMENT FORM

***Please complete and print this form, attach your receipts, and submit to Dion Brown for reimbursement.***

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Conference Name: |  |
| Email: |  | Conference Dates: |  |
|  |  | Conference Location: |  |

| DATES | EXPENSES | DETAILS | AMOUNT |
| --- | --- | --- | --- |
|  |  Airfare |  |  |
|  |  |  |  |
|  |  Ground Transportation |  |  |
|  |  |  |  |
|  |  Lodging |  |  |
|  |  |  |  |
|  | Meals**- Not to exceed $71/day & no alcohol.** |  |  |
|  |  |  |  |
|  |  Registration Fee |  |  |
|  |  |  |  |
|  |  Miscellaneous |  |  |
|  |  | Total  |  |

**The Rules**

* **Original itemized receipts (no photocopies, bank statements, or scanned documents can be accepted).**
* **Registration must be in your name and the method of payment must be included in your receipt (email receipt is accepted for this expense).**
* **Airfare bill must show flight information and method of payment (email receipt is accepted for this expense if it shows method of payment). UCSD will only reimburse for coach fare.**
* **Hotel bill must show daily rate and method of payment in your name. UCSD does not pay for extras such as movie rentals, long distance calls etc.**
* **Food receipts must be itemized showing the actual food/meal name and cost. No alcohol is allowed. Buying food/meals for others is not allowed. You are allowed a maximum of $71 per full day of travel for meals, any amount over $71 is at traveler’s expense.**
* **Ground transportation can be taxi, bus, train, Uber, Lyft, parking, etc…you must have original receipts.**
* **If you rent a room in a private home (AIRP) you must have the landlord provide information to the University prior to staying there for tax purposes.**

***All receipts must be submitted together, do not email part of your receipts (airfare and conference registration) and then mail your other original receipts. Emailed receipts will not be accepted, you must submit all of your receipts together with this completed form within 21 days after returning from your trip.***

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature** |  | **Date** |