

**UNIVERSITY OF CALIFORNIA, SANTA BARBARA  
MATERIALS DEPARTMENT**

**DEPARTMENT TRAVEL APPROVAL FORM**

*Name of Traveler:* \_\_\_\_\_

*Funds to be used:* \_\_\_\_\_

*Destination:* \_\_\_\_\_

*Dates of Trip:* \_\_\_\_\_

*Purpose of Trip:* \_\_\_\_\_

*Estimated Cost: This section must be completed to the best of your knowledge.*

Transportation:	\$ _____	(Airfare or Car Mileage @57.5¢/mi.)
Lodging/Meals:	\$ _____	
Other:	\$ _____	(Reg. Fee, Rental Car, etc.)
Total:	\$ _____	

**Travel Advance(s)?** \_\_\_ No \_\_\_ Yes      **Total Travel Advance Needed \$** \_\_\_\_\_

**Date Needed** \_\_\_\_\_

***Signatures:***

\_\_\_\_\_  
Traveler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor/Supervisor

\_\_\_\_\_  
Date

***Funding Approval:***

\_\_\_\_\_  
Dawn McTague (MSO)

\_\_\_\_\_  
Date

***Department Approval:***

\_\_\_\_\_  
Tresa Pollock, Chair

\_\_\_\_\_  
Date

***College of Engineering Approval:***

\_\_\_\_\_  
Dean, College of Engineering

\_\_\_\_\_  
Date

## **Per Diem and Currency information:**

### **1. Per diem rates:**

- **Domestic:**

<http://www.gsa.gov/portal/category/104711>

- **International:**

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

### **2. Currency Conversion:**

<http://www.oanda.com/currency/converter/>

## **Lodging Taxes (Defense Travel Management Office):**

### **Frequently Asked Questions**

#### **1. Is lodging (room) tax included in the lodging ceiling in the Gov't locality per diem rate?**

Yes, in foreign countries; and no, in the U.S. and its territories and possessions.

#### **2. If lodging tax is excluded from the U.S. and U.S. territory and possessions per diem rate lodging allowances, will I be reimbursed for the room tax I paid? How?**

Yes, you'll be reimbursed. To be reimbursed for the room tax for U.S. and U.S. territory and possessions TDY and (when lodgings plus per diem is involved) U.S. and U.S. territory and possessions PCS travel you must include the total tax amount paid (as indicated on your lodging statement) as a "Reimbursable Expense" item when you submit your travel voucher for payment. This pertains to lodging (room) tax only. Also note that, if you stay in U.S. lodgings that have a higher cost than the locality per diem lodging ceiling, you'll be responsible for the excess lodging cost AND the tax on that excess cost.

#### **3. Does this mean there will be different reimbursable travel expenses for travel in the U.S. and U.S. territories and possessions, and travel in foreign countries?**

Yes. The room tax is separated from the room rates for the per diem rates for the U.S. and U.S. territories and possessions only; not so for foreign countries. The traveler must be aware of this change to submit a correct travel voucher. TDY vouchers must list the room tax separately as a reimbursable expense for U.S. and U.S. territory and possessions TDY sites but include the tax as part of the room cost for foreign locations.

<http://www.defensetravel.dod.mil/site/faqlodging.cfm>

**DOMESTIC TRAVEL  
REIMBURSEMENT WORKSHEET**

Submit completed form along with all original receipts to your travel processor

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
SS#/Employee ID#: \_\_\_\_\_ UC Employee: Yes No  
Address: \_\_\_\_\_ U.S. Citizen: Yes No  
\_\_\_\_\_  
City of Residence: \_\_\_\_\_  
Phone: \_\_\_\_\_ Vendor ID (if known): \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Home Campus: \_\_\_\_\_

**Account to be charged:** \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Initial Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Initial Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

**Did you obtain a Travel Advance for this trip?** No \_\_\_\_\_ Yes \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Was there any personal time during this trip? No Yes From: \_\_\_\_\_ To: \_\_\_\_\_

**MEALS AND INCIDENTAL EXPENSES (LIST ACTUAL EXPENSES ON PAGE 2)**

Actual amount spent on meals listed on daily log. You may claim up to \$71 per day.

**There is no per diem for Domestic (See page 2 for daily log.)**

**LODGING**

Did you share a room? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, with whom? \_\_\_\_\_

Number of nights: \_\_\_\_\_ Rate: \$ \_\_\_\_\_ Tax: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

Number of nights: \_\_\_\_\_ Rate: \$ \_\_\_\_\_ Tax: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

Number of nights: \_\_\_\_\_ Rate: \$ \_\_\_\_\_ Tax: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

**TRANSPORTATION**

Airfare: \$ \_\_\_\_\_ RT Paid for by: Credit Card \_\_\_\_\_ Charged to Department \_\_\_\_\_

Private Car Mileage: \_\_\_\_\_ License Plate #: \_\_\_\_\_ Check here to confirm your liability insurance

Rental Vehicle: \$ \_\_\_\_\_ Rental Vehicle Gasoline: \$ \_\_\_\_\_ UC Vehicle: Yes No

Taxi/Bus: \$ \_\_\_\_\_ Train: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

**MISCELLANEOUS**

Registration: \$ \_\_\_\_\_ Tele/Fax/Internet: \$ \_\_\_\_\_ Parking: \$ \_\_\_\_\_ Other (explain):

\$ \_\_\_\_\_

Comments: \_\_\_\_\_

**SIGNATURES**

<p>I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense of \$75 or more, as required by University policy.</p> <p>_____</p> <p>AUTHORIZING SIGNATURE DATE</p>	<p>AUTHORIZING SIGNATURE DATE_</p> <p>_____</p> <p>Print name and title</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------

# FOREIGN TRAVEL REIMBURSEMENT WORKSHEET

Submit completed form along with all original receipts to your travel processor.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

SS#/Employee ID#: \_\_\_\_\_ UC Employee: Yes No

Extension: \_\_\_\_\_ U.S. Citizen: Yes No

E-mail Address: \_\_\_\_\_ City of Residence: \_\_\_\_\_

Home Campus: \_\_\_\_\_ Vendor I.D. # (if known): \_\_\_\_\_

**Account to be charged:** \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_  
\_\_\_\_\_

Destination: \_\_\_\_\_

**Did you obtain a Travel Advance for this trip?** No Yes \$ \_\_\_\_\_

Was there any personal time during this trip? No Yes From: \_\_\_\_\_ To: \_\_\_\_\_

Initial Departure Location: \_\_\_\_\_ Initial Departure Date: \_\_\_\_\_ 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: \_\_\_\_\_

## TRANSPORTATION

Airfare: \$ \_\_\_\_\_ RT Paid for by: Credit Card Charged to Department

Private Car Mileage: \_\_\_\_\_ License Plate #: \_\_\_\_\_ Check here to confirm your liability insurance.

Rental Vehicle: \$ \_\_\_\_\_ Rental Vehicle Gasoline: \$ \_\_\_\_\_ UC Vehicle: Yes No

Taxi/Bus: \$ \_\_\_\_\_ / \_\_\_\_\_ Train \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_ Parking: \$ \_\_\_\_\_

## PER DIEM (MEALS AND LODGING)

Are you claiming per diem meals? Yes No or Actual Amount \$ \_\_\_\_\_

Are you claiming per diem lodging? Yes No or Actual Amount \$ \_\_\_\_\_

(You must provide receipts for lodging if you are claiming "actual" rather than per diem.)

## MISCELLANEOUS Non-UC Funding: \_\_\_\_\_

Registration: \$ \_\_\_\_\_ Telephone/Fax: \$ \_\_\_\_\_ Other (explain): \$ \_\_\_\_\_

Foreign Exchange Fees: \$ \_\_\_\_\_ Exchange Rate Used: \$ 1.00 U.S. = \_\_\_\_\_

Comments: \_\_\_\_\_

## SIGNATURES

I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense of \$75 or more, as required by University policy.

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date

AUTHORIZING SIGNATURE

DATE

\_\_\_\_\_  
Print name and title:

**MEALS AND INCIDENTALS**

Please indicate by date the actual amounts spent for Breakfast, Lunch, Dinner, and any Incidentals. Please keep in mind that the allowed Maximum is \$71.00 for each 24-hour period (domestic rate). Foreign rate will vary depending on city and country.

**ACTUAL EXPENDITURES AS REQUIRED BY [G-28 Travel Regulations](#):**

- *Subsistence Expenses (starts page 25)*
- *Reporting Travel Expenses (starts page 41)*

Date	Breakfast	Lunch	Dinner	Incidentals	Daily Total



ACCOUNTING SERVICES & CONTROLS

SANTA BARBARA, CALIFORNIA 93106-2040

DECLARATION OF MISSING EVIDENCE THAT A PAYMENT WAS MADE ON BEHALF OF THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

Submit this form, completed by the traveler along with the Travel Expense Vouchers form, when original required receipt(s) have been lost or misplaced by the traveler. Fax copies or photocopies of lost or unavailable receipts must accompany this form. This form is in no way intended as a replacement for no receipt documentation or to serve as evidence of incurred expenses.

Please have traveler complete one form per receipt. Attach form(s) to Travel Expense Voucher. Copy this form as needed.

\_\_\_\_\_ declare that:  
(Traveler's Name – Please Print)

1. Circle applicable option:

- a. I disbursed personal monies on behalf of the Regents of the University of California as needed:
- b. University funds were disbursed on my behalf by the Regents of the University of California as follows:

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Description: \_\_\_\_\_

2. The original receipt is not available to submit with the Travel Expense Voucher claim. The reason is as follows:

\_\_\_\_\_  
\_\_\_\_\_

3. Circle applicable option:

- a. I request I be reimbursed for this disbursement of my personal funds.
- b. I request my Travel Expense Voucher be processed for those expenses paid directly by the University and for which I am unable to produce the necessary documentation to support such expenditures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



OFFICE OF THE DEAN  
COLLEGE OF ENGINEERING

SANTA BARBARA, CALIFORNIA 93106  
Telephone: 805-893-3141

EXCEPTION FOR LODGING OVER FEDERAL PER DIEM RATE:

Submit this form, completed by the traveler & Dept. Chair along with the Travel Expense Voucher form, when lodging is 1-199% over the destination city's federal per diem rate. If rate exceeds 200%, the Dean will need to approve in addition to the Dept. Chair

Traveler's Name: \_\_\_\_\_ Dates of Trip: \_\_\_\_\_  
Destination: \_\_\_\_\_ Lodging Per Diem Rate: \_\_\_\_\_  
Actual Room Rate (room rate only) \_\_\_\_\_ % Over Federal Per Diem: \_\_\_\_\_

Reason for Exception: Circle the applicable option:

1. Lodging's proximity to meeting place and public transportation -- *Lodging closest to meetings/conferences can be more expensive than hotels further away. Benefits are travelers eliminate or minimize additional transportation cost. After evening activities won't require travelers to use public transportation at night in potentially undesirable locations. Time spent navigating/traveling in unfamiliar locations can be prohibitive and stressful.*
2. Quoted rates at all hotels within the area are higher than the per diem rates listed for the destination – *provide 2 or more price listings from comparable nearby hotels*
3. Lodging provided internet at a reasonable cost or for free -- *Many faculty have computers without ethernet ports so wireless connections are needed*
4. Limited lodging availability due to large event(s) at destination --*If several large events/meetings coincide with traveler's lodging needs, it may cause rates to rise or sell out due to increased demand*
5. Lodging rate is negotiated rate for the meeting/conference that is being attended. -- *Staying at the hotel where the meeting is held is beneficial for transportation considerations, parking, networking opportunities before and after meetings, etc.*
6. Other – *Please explain in detail*

\_\_\_\_\_  
Traveler Date

\_\_\_\_\_  
Dept. Chair/Director Date

\_\_\_\_\_  
Dean Date  
\*\*Dean's signature required on lodging 200% or more over the federal per diem rate\*\*

Non-US Citizens:

1. Picture page of your passport copy
2. Visa page inside of your passport copy
3. I-94/arrival and department record copy (if available)
4. Immigration documentation (Immigration status) copy
5. Completed UCSB Declaration of Immigration Status by Non-U.S. Citizens.



# Declaration of Immigration Status by Non-U.S. Citizens

## Submit with Travel Voucher Documentation

### Traveler Instructions

To comply with the U.S. immigration laws, UCSB requires the following Traveler information (i.e., Items A-E below) to be provided by all Non-U.S. Citizen Travelers (Travelers) prior to receiving travel reimbursements or benefits (e.g., when UCSB directly pays travel related hotel or airline expenses on your behalf) from UCSB. Please complete the below information and return to the UCSB representative who requested this information.

**A. Indicate your current U.S. Immigration Status (or your expected U.S. Immigration Status if you haven't yet entered the U.S.)** Note: Canadian Residents entering the U.S. without U.S. Immigration Documentation have an "Implied B-1" Immigration Status."

Travelers Ineligible for Travel Reimbursements or Benefits: In accordance with U.S. Immigration Law, Travelers with the following types of U.S. Immigration Status may not receive any form of payment from U.S. Sources, including travel reimbursements, during their stay in the U.S.

No U.S. Immigration Status obtained     F-2     H-4     O-3     P-4

**B. Indicate the type of immigration documentation you have to support your current or expected U.S. Immigration Status and attach a copy of that documentation to this form:**

- Green Card  
 I-94 Form  
 Proof of Canadian Residency – only for Canadians with "Implied B-1" status in Item A above  
 Other: Describe

**C. Indicate your "primary" relationship to the University in connection with this travel:**  
**(Check one)**

- Employee  
 Independent Contractor (e.g., non-employee guest speaker or lecturer, honoraria recipient)  
 Non - Employee (e.g., student, fellow or researcher): Describe relationship below

**D. If you checked Non-Employee in Item C above, please indicate the "primary" purpose of your travel: (Check one)**

- Travel "primarily" supported my individual educational or research goals; or  
 Travel "primarily" benefited the University: Describe benefit to University:

**E. Complete this item only if you have (or expect to have) a B-2 or WT immigration status:** (Check one choice for both Items 1 and 2 and list dates in Item 1)

1. The period of my academic activity at UCSB [  will    or     won't ] be 9 days or less

List dates - From:  To:

2. I [  have    or     have not ] been reimbursed for reasonable travel and incidental expenses incurred in connection with a usual academic activity from more than 5 educational institutions in the previous six-month period.

TRAVELER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TRAVELER'S PRINTED NAME \_\_\_\_\_

## STATE PRIVACY NOTICE

The state of California Information Practices Act of 1977 (effective July 1, 1978) requires the university to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting the information on this form is to determine that you are eligible to receive payments or benefits from the University (e.g., travel reimbursements). Such eligibility is dependent on proof of lawful presence in the United States in accordance with U.S. immigration laws.

Furnishing all (or specifically designated) information requested on this form is mandatory. Failure to provide such information will prevent you from receiving travel reimbursements or benefits from the University.

Information furnished on this form may be used by U.S. Citizenship and Immigration Services and will be transmitted to other State or Federal governments as required by law.

Individuals have the right to review their own records upon request.