UCLA

Physics & Astronomy Travel Report Worksheet

Submit this form along with all related receipts & documents.

Refresh

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Email

Traveler's Name		**UCLA ID #**
Contact Info	**Email**	**Phone**
UCLA Employee?	**YES** ☐	**NO** List employer & title.
Mail check to P.O. boxes not allowed	Address Line 1	Address Line 2
	City / State/ Province	Zip Code / Country

Attention Visitors! *Non-US Citizens will also need to submit a completed/signed* **Declaration of Immigration Status Form** *& a photocopy of the* ***I-94*** *visa card (found in passport) prior to completion of trip.*

Travel Dates	**Start**	**Finish**	**Personal Day(s)** Explain in notes below.
Name of Event/Conference write out all acronyms or abbreviations			
Purpose of travel in detail what/where/when/ & how it relates to UCLA			
FUNDING Source (Account, FAU# or Recharge ID)		**Name of PI/Advisor**	

Expenses over $75 *require a receipt showing* ***proof & method of payment****. You may submit a credit card statement showing the transaction date/description/amount.*
Other Mandatory Receipts*: transactions involving airfare, car rental, lodging, registration fees, rail, & entertainment. Entertainment receipts must include a guest list.*
Lost Receipts? *Try to get a replacement or show proof of payment via credit card statement. If that fails, please explain in a signed/dated note & include with receipts.*

Date	Description of Expense	Amount	Method of Payment	Receipt Attached?	
	Total meal expenses from Page 2 of this form →	0.00		Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯
				Yes ◯	No ◯

Subtotal		**NOTES:**
Less Travel Advance		
TOTAL REIMBURSEMENT CLAIMED $		

TRAVELER's Signature ______________________ Date ________

APPROVAL Signature PI/Advisor or Fund Manager ______________________ Date ________

DAILY MEALS TOTALS

City	Date	Amount
		$
		$
		$
		$
		$
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		$
		$
		$
		$

TOTAL MEALS CLAIMED $ 0.00

Enter this amount onto Page 1

Domestic daily limit for meals is $64. Foreign daily limits vary by city.
For current UCLA travel policy and resources, please visit www.travel.ucla.edu