

Please print pages 1 and 2 single-sided, and submit with single-sided receipts.

# The Lawrence

# Travel Reimbursement Request Form 2025

Name:		City/State of Residence:		Date:	
Are you a UC Employee? YES NO	Employee ID # or Vendor #	List license plate # if private car used:	US Citizen/ Permanent Resident? YES NO		
LHS paid for airfare booked via Connexus? YES NO		Trip Destination : Business Reason/ Purpose for Trip:			
<b>Note:</b> Click the link below to print your <b>Direct Bill Travel ID Details</b> sheet to attach to your reimbursement request if you paid/booked your own airfare via Connexus: <a href="#">Direct Bill Travel ID Details Link</a>					
<b>DEPARTED FROM:</b> Home Work Other: _____	Departure Date:	Departure Time:	<b>RETURNED TO:</b> Home Work Other: _____	Return Date:	Return Time:
If part of your travel is reimbursed by another source, explain below:		Total miles driven: _____ x .70¢/mile = _____ Round trip miles from (if home, enter city): _____ Drove to: _____		<b>TOTAL TRV Reimbursement Amount:</b>	

## DAILY EXPENSES:

Note: \$92 cap on daily meals+incidentals	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
<b>Date(s) of Trip:</b>								
<b>Breakfast</b>								
<b>Lunch</b>								
<b>Dinner</b>								
<b>Incidentals</b> (i.e.housekeeping, snacks, etc)								
<b>Airfare</b> – (Attach Copy of Airline Ticket stub or E-Ticket Itinerary)								
<b>BART/Lyft/Rail/Shuttle/Taxi/Uber</b>								
<b>Conference Registration Fees</b> (Proof of payment required)								
<b>Internet Fees</b>								
<b>Lodging</b> – List Daily Rate (Max \$333/ night, excludes taxes & fees)								
<b>Luggage Fees</b>								
<b>Parking</b>								
<b>Rental Car</b>								
<b>Rental Car - Gas</b>								
<b>Misc Supplies</b>								
<b>Other-Please Specify</b>								
<b>DAILY TOTALS:</b>								

Daily expenses subtotal:

**CHART OF ACCOUNTS:**

**Fund Name	*Account	Fund	Department	Program	Chart 1	Chart 2	Amount to Charge
	55040						
	56190						
	57003						
	57211						
	57212						
	57213						
	57214						
	57221						
	57222						
	56714						
<b>TOTAL TRV REIMBURSEMENT</b>							

*\*For Financial Analyst or Travel Preparer use only*

**\*\*If charging a Contract & Grant, list line item on Budget:** \_\_\_\_\_

**NOTE: If charge is being split between multiple funds, please indicate how cost allocation per funding source was determined:**

**APPROVALS:**

<b>Financial Analyst Signature Approval</b>	<b>PRINT:</b>	<b>SIGN:</b>	<b>DATE:</b>
<b>Supervisor/ PI/PD Signature Approval</b>	<b>PRINT:</b>	<b>SIGN:</b>	<b>DATE:</b>

**CERTIFICATIONS:**

<b>Traveler Certification</b>	<b>PRINT:</b>	<b>SIGN:</b>	<b>DATE:</b>
I certify the above is a true statement, that the expenses claimed were incurred by me on official University business on the date(s) shown, and that I have attached original receipts for each expense of \$75 or more, as required by University policy.			
<b>Authorized Dept Approver</b>	Florencia Ramos, Deputy Director, LHS or Amanda Poon, LHS Budget Officer	<b>SIGN:</b>	<b>DATE:</b>
I authorize these expenditures and approve this claim to be submitted for review of University policy compliance.			
<b>Exceptional Approval</b>	Vice Chancellor of Research Katherine A. Yelick	<b>SIGN:</b>	<b>DATE:</b>

## REMINDERS:

- **Per UC Policy:** All travel receipts must be submitted, approved and received by Travel for reimbursement **within 45 days** of completing your business trip. **Late submissions may require VCRO Approval.**
- Please attach a memo of explanation for any special circumstances related to your trip and/or a justification for late submissions. **Note: Late submissions may become taxable income to the employee.**
- **Cancellation Fees:** If you are unable to honor a reservation, you are responsible for canceling the reservation in compliance with the cancellation terms established by the hotel, airline, etc.
- **2024** -Proof of private auto insurance is no longer required when submitting Mileage/Travel requests
- **Car Rental Update Jan 2024:** Renting an EV is allowed per Travel Policy G28. It's okay if the EV is slightly higher in costs than a gas powered car, as you'll be spending significantly less on gas expenses (when compared to electric charging). If the EV is brought back at more than 5% less than the % charged received, the recharging fee is \$25 for Gold members and \$35 for non gold members. Otherwise, you can rent up to an intermediate size car; a business justification will be required for a larger sized car. If traveling with colleagues, a list of their names and business affiliation is required. UC has agreements with Enterprise, Hertz, and National. UCB ID #'s should be referenced at time of booking. You should decline additional car insurance (i.e. CDW, LDW, & SLI). Rental Car link
- **Effective May 2, 2024** due to inflationary pressures, lodging limits for domestic trips under 30 days has increased from \$275/night to \$333/night, excluding taxes, fees and mandatory hotel fees.
- **Effective 10/1/2024**, the maximum Meals and Incidental Expenses (M&IE) rate has been increased from \$79 to \$92 for travel within the continental US. Note this adjustment is not retroactive for requests submitted prior to Oct 28, 2024. *This limit is not a per diem.* Only International travelers can claim a per diem. **Claim only the actual costs you incurred.** Tips on meals do not need to be separated out as incidentals. **NOTE:** If your business trip is less than 24 hours, meals are not reimbursable, unless there was a need for an overnight stay.
- **Business & Personal Travel Combined:** If the personal time simply involves arriving earlier and/or staying longer at the destination at which the business travel occurred, then it is still allowable and recommended to use ConnexUC and Direct Bill. If the traveler adds additional locations to the flight itinerary that are for personal purposes, then the airline ticket can not be purchased using Direct Bill. Reimbursement is based on the cheapest comparable fare for the dates and times you would have traveled strictly on business. **You must obtain comparable airfare(s) at the time of initial travel booking.**
- **Receipts:** While campus only requires receipts for expenses \$75 or more, given The Lawrence' multiple funding sources, staff are required to submit receipts for expenses  $\geq$  \$25. Note: Some funding sources require receipts regardless of dollar amount. Best practice is to submit all receipts. Itemized receipts are required for all meal receipts  $\geq$  \$25. If receipts are not available, campus requires travelers to complete the Certificate of Lost/Missing Receipts form found on the Staff Site
- **NOTE:** Lodging and Car Rental receipts must show a zero-balance.
- **Tips** on ground transportation do not need to be separated out as incidentals.
- Internet travel packages **are not** reimbursable, **unless** the package will separately itemize airfare, lodging, car, taxes, etc.
- Traveler Insurance is secured automatically if booking via Connexus; please attach that documentation to your reimbursement. Proof of Traveler Insurance for out-of-state & foreign travel **must be attached** if airfare is not booked with Connexus. [Link to register for travel insurance.](#)
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