

**UNIVERSITY OF CALIFORNIA, HASTINGS COLLEGE OF THE LAW
TRAVEL REIMBURSEMENT FORM INSTRUCTIONS**

Please refer to the following instructions when completing the Travel Reimbursement form. For detailed information on the College's travel policy and allowable expenses, refer to the College's *Financial Operations Policy and Procedure Manual*.

GENERAL INSTRUCTIONS:

- Complete one reimbursement form per trip (continuous trips can be included on one form).
 - Do not write in the shaded areas of the form - these sections are reserved for Fiscal Services.
 - Reimbursement request must be submitted within 30-days of the return of the trip.
 - If there is insufficient space use additional forms.
 - Please type or legibly print when completing the form.
 - Unless indicated otherwise, original, itemized receipts must be attached to reimbursement form. Expenses not supported with itemized receipts will reduce reimbursement.
 - All reimbursement forms and expenditures will be audited by Fiscal Services to ensure compliance with the College's travel policy. Discrepancies may delay processing the reimbursement.
 - All applicable sections of the form must be completed. Information is confidential.
- =====

Section A. Traveler Information

The information in this section is required and will be kept confidential.

Section B. Transportation Costs

(1) Shuttle/Parking/Taxi/Tolls - Total the amount spent on these items. Attach receipts.

(2) Airfare - The cost of airfare. Include the amount even if the ticket was charged to the College's travel agent. Attach the "passenger receipt" section of the ticket. If charged to the College, refer to Section F of this form for cost center distribution instructions.

(3) Other Modes - Cost of transportation for modes other than airplane or private vehicle. Type codes: R - railway; B - bus, light rail or BART; CO - College owned vehicle; RC - rental car (including gasoline expenses). Original, itemized receipts are required.

(4) Private Vehicle - Mileage reimbursement calculation. Indicate the number of miles driven times the mileage reimbursement rate indicated in the Financial Policy manual. Enter the total amount of reimbursement and the license plate number of the vehicle used. A **current authorization form** must be on file with the CFO's office in order for mileage reimbursement of a private vehicle to be processed.

(5) Transportation Total - The total amount of boxes #1, #2, #3 and #4.

Section C. Registration Fees

(6) Prepaid Registration Fees - Cost of registration fees prepaid by the College. No receipt required. This item has already been charged to the designated cost center. Do not include this item in Section F.

(7) Registration Fees Paid by Traveler - Cost of registration fees paid by the traveler for which reimbursement is sought. Attach receipts. This item should be included in Section F.

Section D. Trip Information & Daily Expenses

(8) Departure Date - The date of departure for the trip.

(9) Return Date - The date of return from the trip.

(10) Departure Time - The time of departure for the beginning of the trip.

(11) Return Time - The time of return for the end of the trip.

(12) Date - The month/day/year when trip expenses were incurred. Itemize expenses per day.

(13) Location - The City, state, campus or other location where the travel expenses were incurred.

(14) Lodging - The daily amount and total spent on lodging (room and tax). Attach itemized receipts. If you share a room, only include your portion of the room charges.

(15) Meals - The daily amount and total spent on meals. Attach itemized receipts.

(16) Business Expense - Receipt Items. The amount spent on reimbursable business expenditures. Attach receipts.

(17) Business Expense - Non-Receipt Items. The amount spent on non-receipt items. Refer to the College's Financial Policy manual for the current allowance.

(18) Total Daily Expenses - The total amount of reimbursable expenses. The total of boxes #14, #15, #16, and #17.

Section E. For Fiscal Use Only

Please do not write in this section.

Section F. Cost Center Distribution

(19) Use this section to indicate the cost center(s) and amount(s) of travel costs to be charged. Multiple cost centers may be used. These costs should include prepaid items.

NOTE: If applicable, total the prepaid items (travel advances, hotel and airfare) and record in Section F., Cost Center Distribution as follows:

For State Travel:
00-10000-1345 <\$X.XX>

For Non-State Travel:
09-99999-1345 <\$X.XX>

(20) Total Amount: The total amount on this line should equal the amount reflected on line (26), total reimbursement.

Section G. Reimbursement Calculation

(21) Total Gross Expenses: The total of boxes #5, #6, #7, and #18. This amount represents the entire cost of the trip, not necessarily the amount to be reimbursed to the traveler.

(22) Less Prepaid Transportation: Subtract the airfare (box #2) billed to the College by the travel agency. This amount cannot be claimed for reimbursement.

(23) Less Prepaid Registration: Subtract the registration fee (box #6) prepaid by the College. This amount cannot be claimed for reimbursement.

(24) Less Prepaid Hotel: Subtract the prepaid hotel amount (box #14), billed to the College by the travel agency. This amount cannot be claimed for reimbursement.

(25) Less Travel Advances: If you received an advance, subtract it from the total gross expenditures on this line. Advances cannot be claimed for reimbursement.

(26) Total Reimbursement to Traveler/Amount Owed to College: The amount of reimbursement due to the traveler. Box #21 less boxes #22, #23, #24, and #25. This amount should equal the amount reflected in the total of box #20. If the amount of the travel advance exceeds the travel expenditures, the traveler must reimburse the College. Attach check to Travel Reimbursement form.

Section H. Purpose of the Trip

Include a brief statement of the purpose of the trip.

Section I. Check Disposition

Select the method of check distribution.

Section J. Authorization

The reimbursement form must be approved by the Department Head/Budget Mgr. If the traveler is the Department Head/Budget Mgr., the form must be signed by his/her supervisor.

Section K. Certification

The traveler's signature is required.