Travel Advance / Travel Expense Reimbursements

Section 1: Traveler's Information

Complete UCI Employee or NON-Employee Section:
- UC Irvine Employees: Please print full name and department affiliation
- NON-Employees: Provide full name and mailing address where you would like to receive the reimbursement check.

Travelers who are not US Citizens must complete the following:
- Certification of Academic Activity
- Passport Page, Visa page and front and back of I-94.

Section 2: Travel Information

Choose Payment Type:
- Advance Payment
- Advance Reimbursement
- Clear Advance
- Travel Reimbursement

In the Explanation provide Who, What, When, Where and Why for the reimbursement request. If you can answer these questions, your explanation is complete.

Section 3: Travel Expenses

Select an Expense Type:

- **Advances:** The amount requested for the cash advance request shall not exceed a reasonable estimate of the out-of-pocket expenses needed for the trip. A traveler should have only one outstanding cash advance per trip; each advance should be accounted for before another advance is granted.

- **Airfare:** Enter the cost of airfare. Each expense must be supported by an original paid receipt showing method of payment and an itinerary which contains a 13-digit ticket number.
  - Some Foreign and U.S. airlines do not assign a ticket number. In this instance, in KFS enter all zeros in the ticket number field.

- **Lodging:** Enter lodging expense only. Food, phone, internet, parking expenses that may appear on the hotel folio should be broken-out and entered in KFS under appropriate category. Effective Oct. 15, 2017 new lodging cap is $275 per night before taxes and other hotel fees.

- **Registration:** Enter registration expense and provide meeting / conference agenda. Expenses must be supported by an original paid receipt.

- **Rental Car:** Enter the cost of the rental car. Each expense must be supported by an original receipt which contains miles in and miles out. Any additional insurances will not be reimbursed.
  For University rental car rates, use Connexxus when booking rental cars.

For further information, please refer: G28 - Policy and Regulations Governing Travel
• **Ground Transportation:** Enter the date and amount of each expense separately for each receipt. You can combine ground transportation receipts expended on the same date.

• **Mileage:** Complete Mileage Log and submit along with maps verifying mileage claimed for reimbursement. – Private cars **must** have liability insurance in order to be reimbursed mileage.

• **Meals:** Enter the date and amount of each day’s meal expense. Travelers may request reimbursement only for actual expenses incurred up to $62 / per day in accordance with new reimbursement limits for meals as of Oct. 15, 2017.

• **Foreign Per Diem Meals & Incidental Expenses (M&IE):** Enter the date, location and appropriate Foreign M&IE rate. Provide [U.S. Dept. of State Foreign](https://travel.state.gov) per diem rate sheet with supporting documentation. If travel is to more than one Foreign location, provide Foreign per diem rate sheets for each location.

• **Foreign Per Diem Lodging:** Enter the date, location and appropriate foreign lodging rate. Provide [U.S Dept. of State Foreign](https://travel.state.gov) per diem rate sheet with supporting documentation. If travel is to more than one foreign location, provide Foreign per diem rate sheets for each location.

• **Special Instructions / Miscellaneous Expenses:** Enter notes, special instructions or miscellaneous expenses that do not fit into any of the above categories (internet, phone, road tolls, fuel for rental car, supplies, etc.)

• **Total:** Enter the total payment in U.S. dollars.

• **Reimburse Payee:** Enter the amount to be reimbursed to the payee.

• **Pay UC Irvine Corporate Visa:** Enter the amount to be reimbursed to U.S. Bank.

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**Section 4: Travel Expense Certification**

**Expense Certification:** Sign and Date.

**Section 5: Funding**

**Funding:** Enter the account(s) and fund(s) to be charged.

**Approval Signature:** Obtain required approval signatures on the form and upload with supporting documentation into the KFS document for reimbursement.

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**NOTE:**
Tape receipts to an 8 ½ x 11 sheet of paper. Make sure not to cover any important information with tape, such as dollar amounts.

When missing or lost receipts, a credit card statement may be provided as proof of payment. Make sure to redact all personal information on the credit card statement before uploading into KFS document.

When requesting reimbursement for special circumstances, upload a justification memo into KFS. In KFS Explanation provide a statement “requesting exceptional approval” and give reason why.

For further information, please refer: [G28 - Policy and Regulations Governing Travel](https://travel.state.gov)  
Last revised 11/30/17