# Travel Advance / Travel Expense Reimbursements

**University of California • Irvine**
**School of Social Sciences**

**Business Office:** 949-824-3898, **Fax:** 949-824-3598

**School of Social Sciences, Irvine, CA 92697-5100**

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## UCI Employee

<table>
<thead>
<tr>
<th>Payee Name:</th>
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<tbody>
<tr>
<td>Department Affiliation:</td>
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<td>Email:</td>
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<td>Phone:</td>
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| Non UCI Employee
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<tbody>
<tr>
<td>Payee Name:</td>
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<td>Social Security or ITIN,:</td>
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<td>Address:</td>
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**US Citizen/Permanent Resident?** □ Yes □ No*  

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### Choose a Payment Type

- [ ] Advance Payment  
- [ ] Clear Advance  
- [ ] Travel Reimbursement

**Destination:**

**Purpose of Travel:**

**Travel Dates:**

**Departure Time:**

**Return Time:**

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### Expense Type

#### Advance

- **Trip Number:** T

#### Airfare

- Itinerary & Receipt **Required** *(must include Ticket # and Proof of Payment)*
- **Was Connexxus used to book airfare?** □ Yes □ No

#### Lodging

- Itemized Hotel Folio *(Room & Tax Only)*

#### Registration

- Receipt & Copy of Conference Agenda
- Meals Included in Registration Fee? □ Yes □ No

#### Rental Car

- Receipt Must Include Miles In & Miles Out
- Additional Insurance **WILL NOT** Be Reimbursed *(Unless Outside Continental U.S.)*

#### Ground Transportation

- Mileage Log Form - Mileage Rates

#### MILEAGE

- Meal Expenses up to $62.00 per day.

#### Meals

- **CONTINENTAL US NO MEALS FOR TRAVELS LESS THAN 24 HOURS**

#### Meals & IE

- **Foreign Per Diem**
- **Outside of Continental US**
- **Including A.K. & H.I.** *(List each location separately)*

#### Other Expenses

- Phone, Internet, Toll, Gas, Membership, Supplies, ETC.

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### Travel Expense Certification

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, that I have attached original receipts as required by UC Policy and understand the Privacy Notification.

**Signature:** ___________________________  **Date:** ___________________________

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### Funding

**ACCOUNT/FUND#:** ___________________________  **APPROVAL:** ___________________________

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Revised 11/20/19