Domestic Travel Reimbursement Claim Form – Instructions
Submit within 60 days of completion of trip

Fill out sections applicable to the request:
Mileage only requests: complete Payee, Trip, Private Car, and Miscellaneous sections as needed. Requests may be aggregated and submitted monthly.

Receipts: Submit all receipts. Credit card statements or cancelled checks are not accepted in lieu of receipts; however they may be requested to show proof of payment.

Preparer: Fill only if other than traveler.

Payee: Payee is the person who personally paid for all expenses being claimed. University travelers normally shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room, or supervised group trips.

Trip:
Business Purpose: Consists of activities that contribute to the mission of the University. State nature of business meeting, research, conference, etc. Provide back-up for business e.g. dates, name and affiliation of person with whom you met; conference agenda, research topic, etc.
Special circumstances: Use to explain any special circumstances pertaining to the reimbursement request, e.g. if requesting cap on reimbursement, explanations for airline change fees; inclusion of personal travel, and/or any other comments, requests, explanations.

Air:
Provide electronic ticket confirmation if airfare was purchased in Connexxus, include Direct Bill ID (DBID) number if charged to UC. Personally paid flights must show proof of payment on itinerary/invoice.
If personal travel is combined with business travel submit a Comparable Airfare Quote with the following conditions:
• Comparable airfare quote obtained at the same time you book your actual airline ticket
• The quote is for at least a 14-day advance purchase, non-refundable, lower economy fare, on direct flights for business dates of travel

Private Car:
Provide MapQuest/Google Maps to show distance traveled if claiming personal mileage reimbursement. DO NOT enter employee street address (considered confidential information). Only use employee's city of residence. Standard mileage rate of 0.565 cents per mile is default rate on form. If other, please override with appropriate rate used for your program.

Other Transportation:
Rental Car:
UC allows up to an intermediate size car model, unless a no-cost upgrade is provided. Additional insurance is generally not reimbursed since travelers are expected to use car rental agencies with UC contracts that include insurance coverage.

Miscellaneous Expenses:
Select from drop-down menu and list any other miscellaneous expenses associated with the trip.
Conference: Submit conference agenda. Memberships associated with conference registration must be reimbursed separately in BearBuy.

Daily Expenses:
Lodging:
Expenses should not exceed 200% of Federal Lodging per diem. It is recommended that when lodging expenses exceed 200% of the federal per diem for the locality of travel, the traveler submit additional documentation supporting the higher lodging rate incurred.
Lodging receipts must be itemized (room, tax, service, internet, room service, etc.) and show zero balance. Enter the daily lodging rate based on room and tax only for the location of travel. Other items on lodging bill such as internet, room service, parking, etc. should be extracted and entered under each item's appropriate category on this form.
Meals and Incidental Expenses (M&IE):
M&IE include such items as taxis to restaurants, tips to porters, hotel maids. Itemized receipts are required and the maximum allowance for all M&IE expenses is $71.00 a day. This daily allowance is not a per diem, but a cap based on total receipts submitted.

Total Request:
Reimbursement is based on submission of complete and proper documentation that meets UC travel policy guidelines.

COA:
Enter chart of account here, indicate amount to be charged to each fund. If preferred, account code boxes may be left blank for CSS to enter.
Accounting approval box is optional and only applies to certain departments that may have internal approvals.

Certification:
The signature of the traveler is REQUIRED for certification of expenses.

Redact Sensitive information:
Redact all sensitive information such as credit card numbers, employee and student home addresses, passport numbers, social security numbers, driver's license numbers, bank account numbers, etc. prior to submitting documents. Refer to Campus Privacy Policy for more information.

Additional Questions? Call us at: (510) 664-9000 option 2, or email us at: bnfscshelp@berkeley.edu