

University of California

Agriculture and Natural Resources

TRAVEL EXPENSE VOUCHER

Traveler's Legal Name

Mailing Address (no P.O. Box)

Telephone # (including area code)

Email Address:

Business Purpose

Departure Date

Return Date

MILEAGE EXPENSES		Please include Google map calculation for reference purposes.		
Private Car License Plate #	Mileage rate: .625	Relocation rate: .22	Vehicle Liability Insurance	
	Reimbursement Rate:	Yes	No	
Date	Start Location	End Location	Google Maps # of miles	Expense Amount

TRANSPORTATION EXPENSES		
Date	Mode of Transportation	Expense Amount

MEALS & INCIDENTALS			Limit \$79 / Day
Date	Expense Amount	Notes (Breakfast, incidentals, other notes)	

LODGING EXPENSES			Lodging Rates Maximum \$275 / Night
Date	Name of Hotel / Facility	Expense Amount	

MISCELLANEOUS EXPENSES			
Date	Expense Type	Explanation for Expense	Expense Amount

Total Expenses:

By signing this report, I certify that the amounts are a true statement of the expenses incurred on official University business or entertainment and that the original of all required receipts has been submitted.

Traveler Signature:

Date:

Account Information	Chart-Account	Sub Account	Project	Amount

Total Expenses: _____

Approval:

Date:

TRAVEL EXPENSE INFORMATION

It is preferred that candidates make their own travel arrangements and then work with the ANR for reimbursement.

Transportation

- Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the purpose of the trip.
- Travelers may use surface transportation even though air travel is the appropriate mode of transport, however reimbursement shall not exceed the cost of airfare. The 2022 IRS mileage rate is .625 per mile.
- For air travelers, a strong business purpose is required when not flying coach. Please check with us before booking non-coach travel to determine if the purpose is valid.
- International Travel – Traveler shall cover expenses incurred for international travel. Airfare and ground transportation will be reimbursed by ANR only from the nearest U.S. city (nearest to the country where the traveler has departed from) to the interview location.
- If you are a University of California Employee, you are encouraged to use [Connexus Travel](#) to book your travel reservations.

Packages

- Travelers should **not** use bundled travel packages (e.g. through Expedia) that do not itemize the trip expenses (lodging vs. airfare vs. rental car) separately. Bundled expenses that are not itemized **cannot** be reimbursed.

Points Used Toward Purchase

- Travelers should not use their acquired travel points when purchasing airline tickets, since you will not be reimbursed for your ticket if you use this method. This includes using it for any discount provided by the use of points (i.e. if points provided you a free flight, UC ANR would not reimburse you the cost of the original ticket and/or any portion the points discount provided).

Car Rental

- The University has Agreements with the following car rental companies, please quote the agreement number when making the reservation. Loss Damage Waiver (LDW) and liability insurance is covered at no additional cost with these agreements and the University will not reimburse for additional insurance:
Hertz – 1-(800) 654-3131 UC Davis ID 72104
Enterprise/National – 1-800-RENT-A-CAR UC Davis ID XZ30Co1
- If renting a car from a company other than Hertz or Enterprise/National the University will reimburse LDW insurance only.
- A strong business purpose is required for renting larger than a compact/economy automobile. Please check with us before renting a non-compact/economy car to determine if the purpose is valid.

Meals

- Meal expenses are allowable if there is a requirement for overnight lodging. Meal expenditures will be reimbursed up to a maximum of \$79 per day. **Alcohol is not reimbursable.**

Travel Insurance

- Purchase of travel insurance is not reimbursable.

Receipts

- All receipts are required and must be itemized. Bank statement or itinerary cannot be accepted. Receipts must show form of payment.