

Travel Reimbursement Request

UC Davis Languages & Literatures

Please submit form and receipts to langlit@ucdavis.edu within 21 days of returning from trip.

For information on what can be reimbursed, please see the reimbursement FAQ at
<https://langlit.ucdavis.edu/forms-guidelines/business-office-forms>

Traveler Name:		Trip Name:	
<u>Destination(s):</u>		<u>Dates:</u>	<u>Purpose of visit</u> (conference attended, archive visited, etc.):
City, Country #1			
City, Country #2 (if applicable)			
City, Country #3 (if applicable)			
City, Country #4 (if applicable)			

Expense Category	Description (airfare, taxi, shuttle, parking, mileage, car rental, etc.)	City	Date	Amount	Payment Method (CTS, Travel Card, Personal Card or Cash?)
Transportation					
Expense Category	Description (hotel, Airbnb)	City	Date(s)	Amount	Payment Method
Lodging					
(Domestic					
Max \$275/night					
plus taxes)					
Expense Category	Description	City	Date(s)	Amount per day	Payment Method
Meals & Incidentals					
(Domestic					
max \$79/day					
including tax/tip)					
Expense Category	Description (conference registration, book for research, etc.)	City	Date	Amount	Payment Method
OTHER MISC.					

Please Charge Account: _____.

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RECEIPTS:

Receipts showing itemization and payment information are required for transportation, registration expenses, lodging, and miscellaneous purchases. Receipts are not required for meals except "Entertainment (group) meals" over \$75 or "Meals and incidentals" that equal the daily maximum.

MAXIMUMS:

For all expenses, please only claim what you spent *up to* the daily maximum. Continental U.S. maximum for meals and incidentals (tips) is \$79/day.

Continental U.S. maximum for lodging is \$275/night (excluding taxes).

For foreign destinations, visit

https://aoprals.state.gov/web920/per_diem.asp to view maximums.

TRIP REGISTRATION:

Trip registration screenshot is required for all airfares not booked in Aggie Expense (Concur).

<https://aggieexpense.ucdavis.edu/>

The screenshot shows the SAP Concur Aggie Expense interface. At the top, there are navigation tabs for Requests, Travel, Expense, Approvals, and App Center. The dashboard includes the Aggie Expense logo and five statistics: New (+), Required Approvals (02), Authorization Requests (00), Available Expenses (00), and Open Reports (00). Below the dashboard, there are sections for TRIP SEARCH and COMPANY NOTES. The TRIP SEARCH section includes options for booking for myself or a guest, and icons for airplane, car, and hotel. The COMPANY NOTES section contains a highlighted note about registering a trip with UC Away, a note about UC Davis Non-Employee application, and a 'Read more' button. The MY TASKS section is also visible at the bottom.

PROCESSING:

Per UCD Policy 300-10 (<http://policy.ucop.edu/doc/3420365/BFB-G-28>), submit reimbursement request with required receipts within 21 days of returning from your trip.

The Lang Lit business office will process reimbursements within 10 business days once all required documentation is received.