

Travel Expense Form (U85) Check List

Note: The Policy and Procedure Manual sections relating to travel are available on the web at:
<http://www.mrak.ucdavis.edu/web-mans/ppm/contents.htm#300>

Before you begin:

- Obtain all of the necessary receipts (Original receipts are required for all reimbursable charges other than local transportation, miscellaneous expenses, or meals & incidental expenses of less than \$75.)
- Compare requested meal and lodging expenses to limits designated by trip duration (these can be found on the web at <http://travel.ucdavis.edu/travelguide/policies.cfm#reimburse>)

Things to remember when completing the document:

- Indicate how the reimbursement will be made:**
 - Should it be made to the traveler, to the traveler's corporate Visa, or both (mark both boxes)?
 - Include the DaFIS document number (if applicable)
- Provide complete information on the traveler:**
 - Their complete name and remit-to address
 - The who, what, when, where, and why of the travel
 - Their UC employee number or Social Security number (if a non-UC employee)
 - The vehicle license number (if private vehicle used) and answer the insurance question
 - If a private vehicle is used in lieu of air transportation, an explanation and comparable airfare amount must be given in the remarks section
- Provide itemized details of the trip:**
 - The date and time of both the departure and the return using either format HH:MM PM or HH:MM (Military time) (i.e., for 6:30 PM enter 06:30 PM or 18:30.)
 - Lodging, meals, or miscellaneous expenses claimed *individually*, on the day they were incurred. (Lodging should be claimed for actual room & tax only, itemized by each day and not lumped together. Any other reimbursable expense(s) from the lodging stay must be claimed in another area of the form.)
 - Note any direct billed airfare (CTS or AmEx BTA) in section 20B
- If foreign per diem or currency conversion claimed, use the Remarks section to list the web sites used. (The foreign per diem rates and currency conversions should be obtained from the links provided at <http://travel.ucdavis.edu/>.)
- If an advance (such as Cash, Hotel, Registration, etc.) was given, include the DaFIS document number and amount in box 20A

Upon completion, prior to submission:

- Attach all of the following (where applicable) before sending to Accounts Payable:**
 - Original receipts as required (see "Before you begin:" above)
 - Approved Group Leader authorization
 - A copy of the previous travel expense form if the current form is a supplemental for the same trip
 - Exception approval for any expenses outside of policy
 - A check payable to UC Regents (see "Balance Due" section of form)
- The traveler must review and sign the form for certification**
- Obtain the authorizing signature from the traveler's department head, supervisor, etc**

Please note: It is the responsibility of the department to ensure appropriate review of documents and compliance with campus policy. See UCD POLICY & PROCEDURE MANUAL, [Section 330-10 - Approval Authorization](#), Section IV. Procedures, C. Implementation of Necessary Reviews