



UNIVERSITY OF CALIFORNIA, DAVIS
TRAVEL EXPENSE VOUCHER U85

- AN ADVANCE WAS GIVEN (IF YES SEE BOX 20)
- PAY CORPORATE VISA (NO DaFIS DOC IS REQUIRED)
- REIMBURSE TRAVELER

HOME CAMPUS Davis		CITY OF RESIDENCE WOODLAND		DATE 5/24/2005
UNIVERSITY EMPLOYEE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		US CITIZEN YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		REIMBURSEMENT FROM NON-UC SOURCE YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
NON-UC EMPLOYEE: HOME ADDRESS IF DIFFERENT FROM ABOVE			UC-EMPLOYEE NUMBER OR UC EMPLOYEE SSN 555441234	
NAME AND CHART/NUMBER OF ACCOUNTS TO BE CHARGED A&FS GENERAL FUNDS 3-6610001-2000				
COMPLETE THIS SECTION WHEN PRIVATE CAR USED				
VEHICLE LICENSE NO. 121ABCE		DOES CAR USED HAVE LIABILITY INSURANCE? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		

(25-42)
 Name & Check Mailing Address: JOSEPH JONES
 ACCOUNTING & FINANCIAL SERVICES
 CAMPUS MAIL

PURPOSE AND DESTINATION OF TRIP
 WACUBO MEETING - SAN DIEGO, MARCH 1-5, 2004

fold here
 1. MONTH/YEAR: Mar-05

2 TIME OF DEPARTURE AND RETURN	3 DAY	4 FOREIGN PER DIEM HOURS	5 LOCATION WHERE EXPENSES INCURRED	6 COST OF MEALS / INCIDENTALS	7 COST OF LODGING	8 BETWEEN WHAT POINTS	9 PRIVATE CAR MILEAGE	10 COST OF TRANSPORTATION	11 TYPE USED	12 PARKING, TOLLS, CARFARE, TAXI, BAGGAGE, ETC.	13 REGISTRATION FEE, FOREIGN TRAVEL, BUSINESS, OTHER EXPENSES		14 TOTALS
											15 TYPE	16 COST	
7:00AM	01		WOODLAND - SAN DIEGO	40.00	105.00	WOODLAND - AIRPORT	15.0	6.08	PC		RF	300.00	451.08
	01							180.00	A				180.00
	02			50.00	105.00								155.00
	03			48.00	105.00								153.00
	04			50.00	105.00					50.00			205.00
5:30PM	05		SAN DIEGO - WOODLAND			AIRPORT - WOODLAND	15.0	6.08	PC				6.08
US Bank Finance Fees													0.00

17. TOTAL HOURS: FOREIGN TRAVEL: 0
 3 UP TO 9 HRS. = 1/4 DAY
 9 UP TO 15 HRS. = 1/2 DAY
 15 UP TO 21 HRS. = 3/4 DAY
 21 UP TO 24 HRS = 1 DAY

PER DIEM NOT ALLOWED WHEN: 0
 TOTAL TRIP: 0 X AUTHORIZED PER DIEM = 0.00

18. RECAP US BANK VISA EXPENSES: AMOUNT \$0.00
 A. VISA CHARGES
 B. VISA CASH ADVANCE(S) (include any ATM fees in this figure) 0.00
 B.1. VISA Finance Fees (automatically calculated on B.)
 C. VISA FIRST CHECK(S) 0.00
 C.1. VISA Finance Fees (automatically calculated on C.)
 (18A,B,C) TOTAL US BANK VISA ACCT EXPENSES \$0.00

19. REMARKS: LODGING DEPOSIT OF \$350.00 PAID TO HOTEL ON DOC 01-007216355
 AIRFARE CHARGED TO CTS ACCOUNT - RECEIPT ATTACHED

21. 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, AND THAT I HAVE ATTACHED ORIGINAL RECEIPTS FOR EACH EXPENSE OF \$75 OR MORE, AS REQUIRED BY UNIVERSITY POLICY.
 TRAVELER SIGNATURE: _____ DATE: _____

22. TOTAL EXPENSES \$1,150.16
 LESS VISA ACCT TOTAL (18A,B,C) \$0.00
 LESS DAFIS ADVANCES (20A) \$350.00
 AIRFARE ADVANCE (20B) \$180.00
 TOTAL ADVANCES \$530.00
 24. BALANCE DUE \$620.16

20. ADVANCES
 20A. DIRECT CHARGE ADVANCES
 CASH DaFIS DOC # AMOUNT TOTAL
 REGISTRATION FEE DaFIS Doc # AMOUNT
 HOTEL DEPOSIT DaFIS Doc # 007216355 AMOUNT 350.00 TOTAL \$350.00
 OTHER DaFIS Doc # AMOUNT
 20B. AIRFARE ADVANCE
 CTS AIRFARE AMOUNT 180.00 TOTAL
 AMEX AIRFARE AMOUNT \$180.00

23. AUTHORIZING SIGNATURE: _____ DATE: _____

25. FORM PREPARED BY: _____ TEL: _____ EXT: _____ ACCOUNTING OFFICE APPROVAL: _____

ORIGINAL

Send signed original to Accounts Payable (+ 1 copy if address is different from DaFIS address)
 1 copy to traveler
 1 copy for department files