REV. E, 8/1/03

UNIVERSITY OF CALIFORNIA, DAVIS

TRAVEL EXPENSE VOUCHER U85

HOME CAMPUS	CITY OF RESIDENCE	DATE
Davis	WOODLAND	5/24/2005

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

DaFIS DOC #:

UNIVERSITY EMPLOYEE		US CITIZEN		REIMBURSEMENT FROM NON-UC SOURCE		
YES	NO	YES	NO	YES	LIST IN REMARKS SECTION AND SUBTRACT FROM TOTAL CLAIM	NO
☑	☐	☑	☐	☐		☑

NON-UC EMPLOYEE: HOME ADDRESS IF DIFFERENT FROM ABOVE

UC-EMPLOYEE NUMBER OR NON-UC EMPLOYEE SSN: 555441234

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

NAME AND CHART/NUMBER OF ACCOUNTS TO BE CHARGED
A&FS GENERAL FUNDS
3-6610001-2000

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

COMPLETE THIS SECTION WHEN PRIVATE CAR USED
VEHICLE LICENSE NO. 121ABCE
DOES CAR USED HAVE LIABILITY INSURANCE? YES ☑ NO ☐

fold here

1. MONTH/YEAR		4. SUBSISTENCE				9. TRANSPORTATION					15		16
Mar-05		5	6	7	8	10	11	12	13	14	REGISTRATION FEE, FOREIGN TRAVEL, BUSINESS, OTHER EXPENSES		TOTALS
2 TIME OF DEPARTURE AND RETURN	3 DAY	FOREIGN PER DIEM HOURS	LOCATION WHERE EXPENSES INCURRED	COST OF MEALS / INCIDENTALS	COST OF LODGING	BETWEEN WHAT POINTS	PRIVATE CAR MILEAGE	COST OF TRANSPORTATION	TYPE USED	PARKING, TOLLS CARFARE, TAXI, BAGGAGE, ETC.	TYPE	COST	
5:30AM	01		WOODLAND - SAN DIEGO	48.00	105.00	WOODLAND - AIRPORT	15.0	6.08	PC		RF	300.00	459.08
	01												0.00
	02			42.00	105.00								147.00
	03			45.00	105.00								150.00
	04			50.00	105.00					57.00			212.00
5:30PM	05		SAN DIEGO - WOODLAND	33.00		AIRPORT - WOODLAND	15.0	6.08	PC				39.08
			US Bank Finance Fees										0.00

17. TOTAL HOURS — FOREIGN TRAVEL ▶ DAYS: 0 HRS: 0.0

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 TOTAL TRIP UNDER 21 HOURS

TOTAL DAYS TO NEAREST QUARTER: 0 X AUTHORIZED PER DIEM = 0.00

18. RECAP US BANK VISA EXPENSES

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

19. REMARKS:
CASH ADVANCE TO TRAVELER DOCUMENT 0069122323 FOR $1025.00
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:**

23. AUTHORIZING SIGNATURE: **DATE:**

TYPE OR PRINT NAME & TITLE:

20. ADVANCES

20A. DIRECT CHARGE ADVANCES

☑ CASH	**DaFIS DOC #**	006912323	**AMOUNT**	1,025.00	**TOTAL**
☐ REGISTRATION FEE	**DaFIS Doc #**		**AMOUNT**		
☐ HOTEL DEPOSIT	**DaFIS Doc #**		**AMOUNT**		**$1,025.00**
☐ OTHER	**DaFIS Doc #**		**AMOUNT**		

20B. AIRFARE ADVANCE

CTS AIRFARE	**AMOUNT**	180.00	**TOTAL**
AMEX AIRFARE	**AMOUNT**		**$180.00**

22. TOTAL EXPENSES	$1,007.16
LESS VISA ACCT TOTAL (18A,B,C)	$0.00
LESS DAFIS ADVANCES (20A)	$1,025.00
AIRFARE ADVANCE (20B)	$180.00
TOTAL ADVANCES	$1,205.00
24. BALANCE DUE	**($197.84)**

If money is due the university, from an underutilized advance, see the Instructions tab for the proper procedure. If a negative balance exists for Visa charges, they must be paid directly to US Bank.

25. FORM PREPARED BY: TEL EXT. EMAIL

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