

Dates of Conference \_\_\_\_\_

\*Submit this completed form with all **original receipts**, boarding passes, and other required documents. If receipts are not a full page in size, please tape original receipts to full sheets of paper for processing.\*

Individual Travel Expenses for \_\_\_\_\_  
(Please Print Name)

Amount

Travel (including airfare, car rental w/gas, parking shuttles, taxis, buses) \_\_\_\_\_

Mileage will be paid for use of *personal* cars at 58.5 cents/mile, (gas receipts are NOT reimbursed in this case), (Indicate starting location, final destination, and total miles traveled, with proof of mileage driven (such as directions from Google Maps, etc). Also, submit a signed waiver for use of personal car for UCR business).

**\*\*\*Please provide boarding passes from all flights\*\*\***

Accommodation (Does not phone calls, internet access or other incidental expenses, but does include \$30 per day maximum for meals (no alcohol included).

All receipts need to be itemized \_\_\_\_\_

**\*\*If receipts are web generated you will be required to obtain hotel receipt\*\***

Registration (does not include memberships or tuition) \_\_\_\_\_

**\*\*\*Please provide registration itemization\*\*\***

Incidental Expenses (All expenses not covered by GSA but covered by other funding sources, such as poster printouts, internet access in hotel, etc.) \_\_\_\_\_

TOTAL EXPENSES: \_\_\_\_\_

Funding from other sources (this will not affect the amount of your award unless the combined funding exceeds your total expenses)

Please indicate 'matching funds' or 'balance of expenses' if amount is to be determined

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

I, the undersigned, do hereby testify that the expenses submitted represent my personal expenses and, as indicated on my original application, I will receive funding from other sources which are completely divulged here.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)