

## Travel Report Form Instructions

*This form is designed to be completed on the computer - cell formulas in the template calculate total expenses automatically - and then printed for signature by the host and the approver. The Travel Report Form sections correspond to the online travel reimbursement system screens. You may also complete this form by hand. Refer to the Travel Policy in a Nutshell flyer for an explanation of expenses eligible for reimbursement.*

**Receipts and other Travel Report Form attachments:** All of your attachments will be scanned directly into the travel reimbursement system database. You may submit receipts as loose items in a sealed envelope attached to your Travel Report Form and let Business Services prepare these for scanning on your behalf. You may also carefully tape your receipts to blank sheets of 8 ½"x11" white paper. Please don't use recycled paper since irrelevant printing on the reverse will be scanned into your travel report. Keep tape away from any printing on receipts since taped areas scan as blank space due to reflected light from the scanner.

**Business and personal expenses in the same trip:** Complete the Travel Report Form and include a note explaining what expenses, portions of expenses, or trip dates are related to personal business. Business Services will prepare a reimbursement request that accurately reports only your business-related expenses.

### Traveler Information

**Traveler's Name:** Provide the traveler's full name.

**Employee/Student ID:** Use the traveler's UC Berkeley employee or student ID, NEVER a social security number. If the traveler is not a UC Berkeley employee or student and this report will be their first payment from the University, a completed IRS Request for Taxpayer Certification (W-9) form should accompany this report. This information will allow Business Services to create a profile for that individual in the campus financial system.

**Vehicle License, City of Residence, Liability Insurance:** The vehicle license, city of residence and confirmation of liability insurance are required only if the traveler is requesting mileage reimbursement.

### Trip Information

**Trip Purpose:** Briefly explain the business purpose of the trip; avoid acronyms in your description for the benefit of the travel auditor. Easy shortcut – just attach a copy of the agenda, program, flyer, web page printout, letter of invitation, or announcement describing the event.

**Trip Destination:** This should be the city and state in which activity core to the trip's purpose took place. If your trip had multiple destinations, indicate each location and the dates of travel for that location separately in this section of the form or on the attached documentation. This information allows daily expenses reported in the Location Expenses section to be assessed accurately by the travel auditor.

**Date/Time Traveler Left and Returned to Home/Office:** If the actual dates/times a traveler left and returned are unknown, use the information shown on the airline itinerary. This information is important because meal and incidental expenses are reimbursed based on the number of hours on travel status.

### Location Expenses - Transportation

**CTS Airfare:** Report airfare billed directly to the campus in this column; values reported in this column are excluded from the amount of reimbursement. Include a copy of the paid Carlson Wagonlit airline itinerary or the signed CTS form.

**Traveler Airfare:** Report airfare paid by the traveler in this column; these values are included in the reimbursement. Include a copy of the paid airline itinerary (eTicket or receipt). If you paid any special airline fees to change your flight itinerary or transport bags over the weight limit, include these receipts and a brief explanation of the business necessity for these charges.

**BART/Bus:** Report fares paid by the traveler in this column. No receipts are required. The column allows you to itemize up to three separate fares; if you have more than three fares to report, enter a total of all fares in one of the cells and then list the individual amounts on the attached documentation.

**Parking:** The column allows you to report up to three separate parking fees; if you have more than three fares to report, enter a total of all fees in one cell and then list the individual amounts on the attached documentation or provide receipts. You may also use this section to report local parking fees incurred as part of your attendance at area business meetings, conferences and other business-related activities.

**Mileage:** Report mileage as the number of miles driven times .55 cents/mile for trips on or after 1/1/09, and 58.5 cents/mile for trips on or after 7/1/08 and before 12/31/08. No receipts are required, although it is very helpful to include a Mapquest or similar printout confirming the number of miles between your point of departure and your destination. IRS mileage rates include the cost of gasoline, insurance and vehicle upkeep, so there is no additional reimbursement for these costs.

**Rail/Train:** Report Amtrak and other rail fares in this column. The column allows you to itemize up to three separate fares; if you have more than three fares to report, enter a total of all fares in one of the cells and then list the individual amounts on the attached documentation. Receipts are required.

**Rental Car:** Your documentation must include a zero-balance invoice or receipt showing both the itemized charges and your confirmed payment. You may be reimbursed for gasoline purchased for a rental car, so remember to include these receipts with your report.

**Shuttle/Taxi:** The column allows you to itemize up to three separate fares; if you have more than three fares to report, enter a total of all fares in one of the cells and then list the individual amounts on the attached documentation. No receipts are required for fares less than \$75 each.

**Tolls:** Enter the amount of toll fees. No receipts are required, although it is helpful to note the bridge or toll road name on the attached documentation if this information is known.

**Other:** Report any other transportation-related expense in this column and add an explanation or include a receipt with the attached documentation. Report airline baggage fees here, for example.

## **Location Expenses – Miscellaneous**

**Copying, Fax, Computer and Phone:** These expenses are often part of your hotel bill; if so, you may report them separately here, or simply report the full cost of hotel charges as lodging and let the TRV report preparer make the appropriate adjustments in the online reimbursement system. No receipts are required unless an expense is \$75 or greater.

**Store Luggage:** Report any hotel fees to store your luggage in this column. Report airline baggage fees as an “other” transportation expense in that section of the form.

**Meeting Room and A/V Equipment Fees:** Report the cost of rooms used for interviews or other official University business (not sleeping rooms) and the cost of hotel-provided rental equipment in this column.

**Laundry:** Laundry expenses may be reimbursed as a business expense only for trips lasting six or more days at the destination, unless there is a compelling reason and an explanation is included in the attached documentation. The cost to launder or dry clean clothing before or after a trip is not eligible for reimbursement.

**For international travel:** Report costs for passports, visas, and tourist cards; necessary photographs; fees for birth and/or health certificates; inoculations; costs to hire guides, translators, and local labor related to the business purpose of your trip; and collision insurance for rented vehicles in these columns. Receipts are required.

**Registration Fees:** Report only registration fees paid during the trip, not fees paid in advance of travel. Receipts are required.

## Daily Expenses

**Trip Dates:** Enter the dates of your trip across the top of these columns.

**Meals:** For domestic travel of less than 30 days, there is no per diem; report actual expenses for meals. Receipts are preferred, but not required for meal expenses of less than \$75 each. Incidentals are tips and gratuities paid individually to maids, porters, and baggage handlers. If you paid for a meal that included others, write the name and affiliation of each participant on or next to that receipt. Hosted meals are reported as “University employee on travel status” by the TRV report preparer and reimbursement is allowed to the appropriate maximum meal allowance for each participant.

**International travel:** Check the box of the preferred option for reporting daily expenses. Foreign per diem values are available on the U.S. Department of State Office of Allowances website: [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp). The TRV report preparer will make any necessary currency conversions for attached receipts, unless conversion rates have been provided by the traveler.

**Lodging:** A zero-balance hotel bill with itemized charges and the amount of your payment is required. “Express” statements cannot be accepted as a receipt, per IRS rules, because this version lacks a confirmed payment record. Most hotels will quickly provide a copy of the final statement by email or fax, upon request. If you are requesting reimbursement for a hotel cancellation penalty, include a receipt and an explanation of the business necessity for this charge.

## Totals

**Total Expenses:** The formula in this cell automatically calculates the total of all values entered in the boxes above, with the exception of the CTS Airfare column. Any value reported in the “Trip Advance Amount” is deducted from the amount of total expenses. Currently, only Berkeley Law moot court competitors are eligible to receive University travel cash advances.

**Reimbursement Amount, If Different:** This is the amount that will be paid to the traveler, regardless of the amount of total expenses.

**Chartstrings:** If the amount of the travel reimbursement will be distributed across more than three chartstrings, include this information on the attached documentation and leave this part of the form blank.

**Traveler’s Signature:** The traveler’s certification statement signature in this box is required by the IRS. If the traveler is unavailable to sign the form, send it forward to Business Services anyway and we will obtain an electronic signature as part of our process.

**Approver’s Signature:** This is the individual who has an official *Signature Authorization Form* on file with the Disbursements Office and is responsible for approving expenditures against the chartstring shown on the form. The traveler may not approve his/her own travel. If the traveler is the primary approver for the chartstring used, the secondary approver for the chartstring should sign here instead. If the approver is unavailable to sign the form, send it forward to Business Services anyway and we will obtain an appropriate proxy or electronic signature as part of our process.

Forward your completed Travel Report Form and attachments to Business Services via the white courier box located in the stairwell behind the donor wall between the Library and the Registrar’s Office, or via campus mail. Our address is # 7220, Business Services, 2850 Telegraph Avenue, Suite 500.

Updated 4/5/09