REV. F 6/1/06

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**

DaFIS DOC #:

HOME CAMPUS	CITY OF RESIDENCE	DATE
Davis		1/17/2008

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

(25-42)
Name & Check Mailing Address

NAME AND CHART/NUMBER OF ACCOUNTS TO BE CHARGED

PURPOSE AND DESTINATION OF TRIP

COMPLETE THIS SECTION WHEN PRIVATE CAR USED

VEHICLE LICENSE NO.

DOES CAR USED HAVE LIABILITY INSURANCE? YES ☐ NO ☐

fold here

1. MONTH/YEAR		4. SUBSISTENCE				9. TRANSPORTATION					15		16
2 TIME OF DEPARTURE AND RETURN	3 DAY	5 FOREIGN PER DIEM HOURS	6 LOCATION WHERE EXPENSES INCURRED	7 COST OF MEALS / INCIDENTALS	8 COST OF LODGING	10 BETWEEN WHAT POINTS	11 PRIVATE CAR MILEAGE	12 COST OF TRANSPORTATION	13 TYPE USED	14 PARKING, TOLLS CARFARE, TAXI, BAGGAGE, ETC.	REGISTRATION FEE, FOREIGN TRAVEL, BUSINESS, OTHER EXPENSES TYPE	COST	TOTALS
			US Bank Finance Fees										0.00

17. TOTAL HOURS		DAYS:	HRS:	3 UP TO 9 HRS. = 1/4 DAY 9 UP TO 15 HRS. = 1/2 DAY	PER DIEM NOT ALLOWED WHEN	TOTAL DAYS TO NEAREST QUARTER		AUTHORIZED PER DIEM		
FOREIGN TRAVEL ▶		0	0.0	15 UP TO 21 HRS. = 3/4 DAY 21 UP TO 24 HRS = 1 DAY	TOTAL TRIP UNDER 21 HOURS	0	X		=	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:

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. PRE-TRIP PAYMENT

20A. DIRECT CHARGE PRE-TRIP PAYMENT

☐ CASH ADVANCE	**DaFIS DOC #**		**AMOUNT**		**TOTAL**
☐ REGISTRATION FEE	**DaFIS Doc #**		**AMOUNT**		
☐ HOTEL DEPOSIT	**DaFIS Doc #**		**AMOUNT**		**$0.00**
☐ OTHER	**DaFIS Doc #**		**AMOUNT**		

20B. AIRFARE

CTS AIRFARE	**AMOUNT**		**TOTAL**
AMEX/YCAL AIRFARE	**AMOUNT**		**$0.00**

22. TOTAL EXPENSES	$0.00
LESS VISA ACCT TOTAL (18A,B,C)	$0.00
LESS DAFIS PRE-TRIP PAYMENT (20A)	$0.00
AIRFARE (20B)	$0.00
TOTAL PRE-TRIP PAYMENT	$0.00
24. BALANCE DUE	**$0.00**

If money is due the university, from an underutilized advance, see the Instructions tab for the proper procedure. If a balance still remains for VISA charges (e.g., inadvertent personal expense), they must be paid by the traveler directly to US Bank.

25. FORM PREPARED BY: TEL EXT. E-MAIL

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