

<b>Print or Type</b>	Name	Departure Date & Time
	Phone Number	Return Date & Time
	Email	Vehicle License Plate

**Part 1 Purpose of Travel**

**Part 2 Travel Expenses**

TRANSPORTATION			MEALS		
Airfare			Day 1		
Vehicle Rental			Day 2		
Fuel/Gas			Day 3		
Miles			Day 4		
Taxi			Day 5		
Shuttle			Day 6		
Train/Bus			Day 7		
Parking			Day 8		
Toll Fees			Day 9		
Other			Day 10		
<b>TOTAL</b>			<b>TOTAL</b>		
LODGING			OTHER BUSINESS EXPENSES		
Lodging 1			Registration Fee		
Lodging 2			Poster Printing		
Lodging 3			Other		
<b>TOTAL</b>			<b>TOTAL</b>		

**OTHER EXPENSES:**

**Part 3 Comments/Notes**

**Part 4 Charge to Funds (FAU)**

FUND NAME	ACTIVITY	FUNDS	FUNCTION	COST CENTER	PROJECT CODE

**Traveler's Signature** \_\_\_\_\_

**PI Support/Sponsor Signature** \_\_\_\_\_

My signature certifies that this travel requisition request is a true statement. The expenses claimed were incurred by me on official university business on the dates shown. I have attached original receipts as required by U.C. policies.

**GRAND TOTAL**