### Travel Reimbursement Form

**Date Submitted:** 8/22/2019

**Traveler’s Name:**

**Original Receipts Required** (please do not staple receipts & do not submit double-sided documents)

**AIRFARE POLICY:** Book only coach or economy-class tickets. Business, first-class or other higher-cost services (priority or early boarding, extra leg space, exit row seat, Plus seating) are typically ineligible for reimbursement except under specific circumstances that require exceptional approval in advance from the Chancellor. Do not use package deals. These are generally ineligible for reimbursement, as are early bird, seat assignment, and trip insurance fees. See next tab for more travel policies.

### Purpose of Trip

<table>
<thead>
<tr>
<th>Start Date/Time:</th>
<th>End Date/Time:</th>
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### Purpose and Priority Level:

- **Level 1** - Required to do the work in the Stem Cell Research Center on a daily basis
- **Level 2** - Extremely relevant to the job/significantly beneficial to the University
- **Level 3** - Beneficial to the employee for purposes of enrichment or job enhancement

**Mileage Reimbursement** (Please attach a copy of googlemaps or mapquest)

**Start Address:** UCI Stem Cell Center 845 Health Sciences Rd. Irvine, CA 92697

**End Address:**

**Personal Liability Insurance:**

- [ ] YES
- [ ] NO

**Check if Roundtrip:**

**Total Mileage:**

### Travel Reimbursement

(Include Notes Below)

<table>
<thead>
<tr>
<th>Date</th>
<th>City</th>
<th>Airfare</th>
<th>Lodging (Room + Tax)</th>
<th>Meals</th>
<th>Ground Transportation</th>
<th>Parking/Other (Include Notes Below)</th>
<th>Mileage (Rate: In-State 0.535/Out-State 0.575)</th>
<th>Registration</th>
<th>Total</th>
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**Total Amount Claimed:** $0.00

### Approval

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, that I have attached original receipts as required by UC Policy and understand the privacy notification.

**TRAVELER’S SIGNATURE:**

**MENTOR SIGNATURE:** (For Trainees Only)

**DIRECTOR/GRANT PI SIGNATURE:**

**SCRC CAO SIGNATURE:**

### For Office Use Only

<table>
<thead>
<tr>
<th>KFS Account</th>
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**Version 2019-03**