

**SPORTS CLUBS**  
**Travel Reimbursement Request Form**  
**PRINT CLEARLY**

Date: \_\_\_\_\_

Requester: \_\_\_\_\_

Event: \_\_\_\_\_

Dates of travel: \_\_\_\_\_

Location: \_\_\_\_\_

INDEX #: \_\_\_\_\_

Make Check payable to: Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Are you foreign? Yes ( ) No ( ) VISA# \_\_\_\_\_

SSN or (Tax ID #): \_\_\_\_\_ on File ( )

E-mail: \_\_\_\_\_

Employee of UCSD: Yes ( ) No ( ) Student: Yes ( ) No ( )

Mail Check to payee: ( ) or send to: MC 0529 ( )

\*\*Costs:

	\$
	\$
	\$
	\$
Total:	\$

\*Requester: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

\*Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

- \*TAPE receipts (gas, parking) to blank paper—NO STAPLES**
- \*Must have all receipts—bank statements ARE NOT ENOUGH**
- \*Include itemized receipts directly from hotel or airline**
- \*Include trip roster**



## UC San Diego Student Certification for Business-Related Travel

Please complete this form and attach it to the MyTravel trip for any student travel reimbursement that is certified to be business-related travel. This certification must be completed by the student and certified by a UC San Diego faculty member, a Principal Investigator (PI), or administrator.

<b>Reimbursement for UC San Diego Business-Related Travel</b> <b>To be completed by UC San Diego Faculty Member, Principal Investigator (PI), or Administrator</b>	
I certify that this student expense relates to the following:	
<input type="checkbox"/> Directly supports my project or research program (Faculty/PI to sign form) Please provide brief description:	
<input type="checkbox"/> Is related to attending or presenting at a conference (conference publication or registration listing student and his/her affiliation with UC San Diego is required).	
<input type="checkbox"/> Is an integral (required) part of the student's degree work (choose one) <ul style="list-style-type: none"> <li><input type="radio"/> Activity is <i>required</i> for degree credit Degree:</li> <li><input type="radio"/> Activity impacts the student's grade in a required course for the degree Course:</li> </ul>	
<input type="checkbox"/> The student is actively participating in a competition on behalf of UC San Diego. Name of Competition:	
Faculty Member/PI Name:	
Faculty Member/PI/Administrator Signature:	Date:
<b>To be completed by UC San Diego Student</b>	
Student/Fellow Name:	
Student ID/PID Number:	Destination:
Undergraduate Student	Graduate Student
Travel Dates:	
Purpose:	
Student/Fellow Signature:	Date:

Any payment for travel to an undergraduate, graduate student, or post-doctoral fellow, which does not meet the above criteria for UC San Diego business-related travel, is considered to be a scholarship/fellowship for a nonqualified expense according to IRS regulations and should be processed through the Financial Aid Office. Any reimbursement for travel as a UC San Diego business expense (and paid through MyTravel) cannot also be claimed by the student as an additional cost of education for financial aid purposes.