

Recreation - Sports Clubs  
 Travel Reimbursement Request Form  
**PRINT CLEARLY**

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

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

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

Dates of Travel: \_\_\_\_\_

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

INDEX # (Office Use Only): \_\_\_\_\_

Reimbursement for: Name: \_\_\_\_\_

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

Employee of UCSD: Yes ( ) No ( )

Student: Yes ( ) No ( )

Itemized Expenses:

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

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

(Signature)

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

(Signature)

- **Please 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**
- **Must be reconciled within 5 days after travel completed**

If you are not in the pay system an email will be sent to you from **Payment Compass**, please follow the instructions to sign up in order to be reimbursed. [Please sign up for direct deposit](#)

**If you have any questions, please email Tami Arashiro: [tarashiro@ucsd.edu](mailto:tarashiro@ucsd.edu)**



## 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.

Reimbursement for UC San Diego Business-Related Travel To be completed by UC San Diego Faculty Member, Principal Investigator (PI), or Administrator	
I certify that this student expense relates to the following:	
<input type="checkbox"/> Directly supports the faculty/PI's project or research program (Faculty/PI to sign form). (This includes when a student obtains his or her own external funding (including external fellowships) to support his/her research, which funding is provided to the University to administer either under a PI or as the student being the PI.) Please provide brief description of the project/research program:  Faculty Member/PI Signature:	
<input type="checkbox"/> Presenting at a conference.	
Is an integral (required) part of the student's degree work (choose one and attach supporting documentation)	
<input type="checkbox"/> Activity is <i>required</i> of all students for degree completion (this does not mean that all students are required to complete dissertation work but that all students in a degree program are required to conduct research at a specific location) Degree:	
<input type="checkbox"/> Activity is required of all students and impacts the student's grade in a required course. Course:	
<input type="checkbox"/> The student is actively participating in a competition or student group activity on behalf of UC San Diego. Name of Competition/Activity:	
Faculty Member/PI/Administrator Signature:	Date:
To be completed by UC San Diego Student	
Student/Fellow Name:	
Student ID/PID Number:	Destination:
<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> 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.