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 (  )

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

Itemized Expenses:

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<th>Description</th>
<th>Amount</th>
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*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
# 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:

- [ ] 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:

- [ ] Presenting at a conference.

- [ ] Is an integral (required) part of the student’s degree work (choose one and attach supporting documentation)

  Activity is required 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:

  Course:

- [ ] 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:**

- [ ] 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.

Form revised 01/15