**REIMBURSEMENT REQUEST**

To make it easier and less time consuming when submitting travel expenses, OIT Business Services will handle the process for you.  Here’s what we need from you: To streamline processing reimbursements, a procedure has been developed to provide administrative support to staff in the Office of Information Technology who travel for business related purposes. Required, effective May 1st, 2019.

Follow steps 1 through 3:

1. Accurately fill out the following form with as much detail as possible.
2. Please submit a request form found at the bottom of the OIT website under “Internal Use Only”. Look for the option “Business Services”.
3. Attach this form and a copy of your receipts to the ticket, then submit for processing.  Keep a copy of your receipts until the reimbursement is disbursed.

If we have any questions, we will contact you. Once the expense is ready, **you will receive confirmation to submit** the expense reimbursement request.

Regardless which option staff use to submit reimbursement, through IT Business Services or Self-Service, Staff traveling on official University business are responsible for familiarizing themselves with and adhering to the

* [Travel Policy](https://risk.ucmerced.edu/sites/risk.ucmerced.edu/files/documents/uc-fo-13-0194_g28-travel.pdf)
* [University of California – Policy G-28 Travel Regulations](https://policy.ucop.edu/doc/3420365/BFB-G-28)
* [BP00.00.005 Mileage Reimbursement for Business Relate Travel](https://ucmerced.box.com/s/w33lpwbitmms2kac9q4m4vxbeh9bydm9)
* [UCLA Express Travel and Entertainment Quick Reference Guide](https://ucla.app.box.com/v/travel-express-quick-reference)
* Sta[tes where travel not reimbursable - AB 1887 Requirements](https://ucla.app.box.com/v/AB-1887-requirements-faqs)

MUST include the following with your reimbursement request:

* Completed Reimbursement Request (this form)
* Itemized receipts showing the method of payment.
* Agenda or event documentation
* List of attendees (business meals and entertainment only). List in “Entertainment Meals” below.

Name of activity or conference

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|  |

Location – Location the activity or conference occurred (City, State)

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|  |

Start date End date

|  |  |
| --- | --- |
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Description of activity/conference (No acronyms. Spell everything out)

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Beginning location and ending location for any mileage requesting reimbursement. Rental car mileage is not reimbursable, but gas is.

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List each expense for which reimbursement is being requested. Note: **Alcoholic beverages and personal use items are not reimbursable without preapproval.**

GENERAL EXPENSE REQUEST

Date of expense Amount Description (lunch, gas, etc.) Payment method (personal, T&E, direct bill)

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(add additional lines if needed)

ENTERTAINMENT MEALS

Date of expense Amount Description (lunch, gas, etc.) Payment method (personal, T&E, direct bill**)**

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| --- | --- | --- | --- |
|  |  | Desc:  Attendees:  Agenda: |  |
|  |  | Desc:  Attendees:  Agenda: |  |
|  |  | Desc:  Attendees:  Agenda: |  |

(add additional lines if needed)