



ANR - BRC UCOP EMPLOYEE TRAVEL-ENTERTAINMENT REIMBURSEMENT

Name:

(FOR BRC USE ONLY)
TR #

Business Purpose:

Destination:

Date/Time Depart: Return:

Account	Fund	Project	Sub	Object	Source	%
M-			<input type="checkbox"/>	-		<input type="checkbox"/>
M-			<input type="checkbox"/>	-		<input type="checkbox"/>

DEPT. CODE _____

Payee Instructions

- Original receipts are required for airfare, hotel, car rental, rail, entertainment, conference registration, and expenditures of \$75.00 or more.
- Tape all original receipts on 8.5x11 white paper, portrait orientation, in order of expenditure. • *Do not tape over printed areas of receipts.*
- Entertainment expenses require an attachment (or BRC Entertainment Form) listing the business purpose, all attendees *and their job title and affiliation.*
- **ATTACH MEETING AGENDA** if applicable. • Attach pre-approval for travel over \$500.
- Complete and send to: BRC, UC Office of the President, 1111 Franklin St., 9th Floor, Oakland, CA 94607-5200.

Items Requiring Receipts: Check [] categories of attached receipts, and check [] payment method below *if paid from other than personal funds.*

Airfare <input type="checkbox"/>	Hotel <input type="checkbox"/>	Car Rental <input type="checkbox"/>	Rail <input type="checkbox"/>	Conf Registration <input type="checkbox"/>	Entertainment <input type="checkbox"/>
Corp Card <input type="checkbox"/>	Corp Card <input type="checkbox"/>	Corp Card <input type="checkbox"/>	Corp Card <input type="checkbox"/>	Corp Card <input type="checkbox"/>	Corp Card <input type="checkbox"/>
Prepaid by UC <input type="checkbox"/>				Prepaid by UC <input type="checkbox"/>	

Receipts Recommended: Fill in amounts under corresponding category and check [] box on the right *if paid by Corporate Card.*

Date	Meals & Incidentals	Daily Parking	Taxi / Shuttle	Gas / Tolls	Public Transport	Auto Mileage	Other
	(Tips on Meals, Skycap, Hotel Staff) <input type="checkbox"/>		(Including Tips) <input type="checkbox"/>		(BART, AirBART, Bus, MUNI, AC Transit) <input type="checkbox"/>		(Internet, Phone, Checked Baggage Fees, Etc) <input type="checkbox"/>

Dept Contact & Phone:

Dept Approval:

Date:

Budget Approval:

Date: