

2007 UCTC CONFERENCE at UCLA REIMBURSEMENT REQUEST

UC Berkeley students/faculty are eligible for reimbursement up to \$125. UC Irvine, Riverside and Santa Barbara students/faculty are eligible for reimbursement up to \$50. Reimbursements are offered only for hotel accommodations* and travel expenses (airfare for completed travel*, local ground transportation, and mileage and parking). For more information, see our website at <http://www.its.ucla.edu/uctc/>.

All reimbursement requests must be received by April 6, 2007.

Please fill out this form, attach ORIGINAL receipts, and return it to:

Michelle Tse
3250 Public Policy Building
337 Charles Young Drive East
Los Angeles, CA 90095-1656

If you have questions, please call (310) 794-4298.
Please retain a copy of this form and all receipts for your records.

NAME: _____

HOME ADDRESS**: _____

YOUR SCHOOL:

- UC Berkeley
- UC Irvine
- UC Los Angeles
- UC Riverside
- UC Santa Barbara
- Other: _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

Please itemize your receipts below and attach them to this form (include mileage claims if necessary – mileage reimbursed at \$0.485/mile)

	Expense Description	Amount	Date
Example:	<i>Round-trip mileage of 100 miles @ \$0.485 per mile</i>	<i>\$48.50</i>	<i>2/15/2007</i>
1.			
2.			
3.			
4.			
5.			

CAR LICENSE PLATE NUMBER (if requesting mileage reimbursement): _____ STATE: _____

SIGNATURE: _____ DATE: _____ TOTAL AMOUNT REQUESTED: _____

* To request airfare and hotel reimbursement, include a receipt showing full payment. Flight and hotel confirmations and reservations will not suffice.

** Reimbursement checks will be mailed to your home address as specified, 3 to 4 weeks after we receive your request.