TRAVEL APPROVAL FORM

<table>
<thead>
<tr>
<th><strong>GENERAL INFO</strong></th>
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<tbody>
<tr>
<td><strong>Traveler:</strong></td>
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<tr>
<td><strong>Destination(s):</strong></td>
</tr>
<tr>
<td><strong>Lodging/ Meals Per Diem:</strong> /</td>
</tr>
<tr>
<td><strong>Purpose of Trip:</strong></td>
</tr>
<tr>
<td><strong>Dates of Trip:</strong> Expected Begin Date:</td>
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<tr>
<td><strong>Personal Time:</strong> From: To:</td>
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<tr>
<td><strong>Transportation:</strong> (Car mileage, airfare, etc.)</td>
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<tr>
<td><strong>Lodging:</strong></td>
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<tr>
<td><strong>Meals:</strong> X</td>
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<tr>
<td><strong>Other:</strong> (Reg. fee, etc.)</td>
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<tr>
<td><strong>Total Estimated Cost:</strong></td>
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<tr>
<th><strong>ESTIMATE</strong></th>
<th><strong>ADVANCE</strong></th>
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<tr>
<th><strong>SIGNATURES</strong></th>
<th><strong>DATE</strong></th>
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<tr>
<td><strong>Traveler:</strong></td>
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<td><strong>PI Approval:</strong></td>
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<td><strong>Funding Approval:</strong> Financial Manager</td>
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<td><strong>Department Approval:</strong> Chair</td>
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<tr>
<td><strong>College of Engineering Approval:</strong></td>
<td>Not required</td>
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09/22/16
**Per Diem and Currency information:**

1. Per diem rates:
   - Domestic:
     [http://www.gsa.gov/portal/category/104711](http://www.gsa.gov/portal/category/104711)
   - International:

2. Currency Conversion:

**Lodging Taxes (Defense Travel Management Office):**

Frequently Asked Questions

1. Is lodging (room) tax included in the lodging ceiling in the Gov’t locality per diem rate?

Yes, in foreign countries; and no, in the U.S. and its territories and possessions.

2. If lodging tax is excluded from the U.S. and U.S. territory and possessions per diem rate lodging allowances, will I be reimbursed for the room tax I paid? How?

Yes, you’ll be reimbursed. To be reimbursed for the room tax for U.S. and U.S. territory and possessions TDY and (when lodgings plus per diem is involved) U.S. and U.S. territory and possessions PCS travel you must include the total tax amount paid (as indicated on your lodging statement) as a "Reimbursable Expense" item when you submit your travel voucher for payment. This pertains to lodging (room) tax only. Also note that, if you stay in U.S. lodgings that have a higher cost than the locality per diem lodging ceiling, you’ll be responsible for the excess lodging cost AND the tax on that excess cost.

3. Does this mean there will be different reimbursable travel expenses for travel in the U.S. and U.S. territories and possessions, and travel in foreign countries?

Yes. The room tax is separated from the room rates for the per diem rates for the U.S. and U.S. territories and possessions only; not so for foreign countries. The traveler must be aware of this change to submit a correct travel voucher. TDY vouchers must list the room tax separately as a reimbursable expense for U.S. and U.S. territory and possessions TDY sites but include the tax as part of the room cost for foreign locations.

DOMESTIC TRAVEL
REIMBURSEMENT WORKSHEET
Submit completed form along with all original receipts to your travel processor

Name: _________________________________   Date: ________________________________
SS#/Employee ID#: _____________________       UC Employee: Yes ☐ No ☐
Address: ______________________________       U.S. Citizen: Yes ☐ No ☐
City of Residence: _______________________  
Phone: ______________________________       Vendor ID (if known): ____________________
E-mail Address: ________________________    Home Campus: __________________________

Account to be charged: ______________________________________________________________

Purpose of Travel: _________________________________________________________________
Destination: _______________________________________________________________________
Initial Departure Date: ________________ Return Date: ______________________
Initial Departure Time: _________________   Return Time: ______________________
Did you obtain a Travel Advance for this trip? No ______ Yes _____ Amount: $__________
Was there any personal time during this trip? No     Yes From: __________ __ To: ____________

MEALS AND INCIDENTAL EXPENSES (LIST ACTUAL EXPENSES ON PAGE 2)
Actual amount spent on meals listed on daily log. You may claim up to $62 per day.
There is no per diem for Domestic (See page 2 for daily log.)

LODGING
Did you share a room? Yes ☐ No ☐ If so, with whom? ______________________________
Number of nights: _______ Rate: $_______ Tax: $_______ Other: $_______
Number of nights: _______ Rate: $_______ Tax: $_______ Other: $_______
Number of nights: _______ Rate: $_______ Tax: $_______ Other: $_______

TRANSPORTATION
Airfare: $__________ RT  Paid for by:  Credit Card ______ Charged to Department ________
Private Car Mileage: ________ License Plate #: ___________ Check here to confirm your liability insurance
Rental Vehicle: $__________ Rental Vehicle Gasoline: $__________ UC Vehicle: Yes ☐ No ☐
Taxi/Bus: $__________ Train: $__________ Other: $__________

MISCELLANEOUS
Registration: $__________ Tele/Fax/Internet: $__________ Parking: $__________ Other (explain):
$__________
Comments: __________________________________________________________________________

SIGNATURES
I certify that the above is a true statement, that the expenses claimed were incurred
by me on official University business on the dates shown, and that I have attached
original receipts for each expense of $75 or more, as required by University policy.

______________________________________________________________  __________________________
AUTHORIZING SIGNATURE  DATE

______________________________________________________________  __________________________
AUTHORIZING SIGNATURE  DATE

Print name and title

(Page 1 of 2)
MEALS AND INCIDENTALS

Please indicate by date the actual amounts spent for Breakfast, Lunch, Dinner, and any Incidentals. Please keep in mind that the allowed Maximum is $62.00 for each 24-hour period (domestic rate). Foreign rate will vary depending on city and country.

**ACTUAL EXPENDITURES AS REQUIRED BY G-28 Travel Regulations:**
- *Subsistence Expenses (starts page 25)*
- *Reporting Travel Expenses (starts page 41)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Incidentals</th>
<th>Daily Total</th>
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(Page 2 of 2)
FOREIGN TRAVEL
REIMBURSEMENT WORKSHEET

Submit completed form along with all original receipts to your travel processor.

Name: Steve DenBaars

Date: 10/30/2017

SS#/Employee ID#: ____________________________

UC Employee: ☐ Yes ☐ No

Extension: ____________________________

U.S. Citizen: ☐ Yes ☐ No

E-mail Address: denbaars@engineering.ucsb.edu

City of Residence: Santa Barbara

Home Campus: SB

Vendor I.D. # (if known): ____________________________

Account to be charged: JSMA15

Prof. DenBaars traveled to Kuala Lumpur, Malaysia to meet with important research collaborators on behalf of UCSB to participate in a required follow-up trip to discuss the approved CREST collaborative program contract.

Destination: Kuala Lumpur, Malaysia

Did you obtain a Travel Advance for this trip? ☐ No ☐ Yes $ _____________

Was there any personal time during this trip? ☐ No ☐ Yes From: ________ To: ________

Initial Departure Location: SFO

Initial Departure Date: 10/20/17

Initial Departure Time: 10:00pm

Initial Arrival Location: SFO

Initial Arrival Date: ________

Initial Arrival Time: ________

Final Departure Location: SFO

Final Departure Date: ________

Final Departure Time: ________

Final Arrival Location: ________

Final Arrival Date: ________

Final Arrival Time: ________

TRANSPORTATION

Airfare: $ 7,466.36 ☐ RT Paid for by: ☐ Credit Card ☐ Charged to Department

Private Car Mileage: ________ License Plate #: ________ ☐ Check here to confirm your liability insurance.

Rental Vehicle: $ ________ Rental Vehicle Gasoline: $ ________ UC Vehicle: ☐ Yes ☐ No

Taxi/Bus: $ _____________ / 177.64 Train $ _____________ Other: $ _____________ Parking: $ _____________

PER DIEM (MEALS AND LODGING)

Are you claiming per diem meals? ☐ Yes ☐ No or Actual Amount $ 75.52

Are you claiming per diem lodging? ☐ Yes ☐ No or Actual Amount $ 921.06

(You must provide receipts for lodging if you are claiming “actual” rather than per diem.)

MISCELLANEOUS Non-UC Funding: ____________________________

Registration: $ ________ Telephone/Fax: $ ________ Other (explain): $ ________

Foreign Exchange Fees: $ ________ Exchange Rate Used: $ 1.00 U.S. = ________

Comments: ____________________________

I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense of $75 or more, as required by University policy.

Traveler’s Signature ____________________________ Date ____________________________

MISCELLANEOUS Non-UC Funding: ____________________________

Registration: $ ________ Telephone/Fax: $ ________ Other (explain): $ ________

Foreign Exchange Fees: $ ________ Exchange Rate Used: $ 1.00 U.S. = ________

Comments: ____________________________

I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense of $75 or more, as required by University policy.

Traveler’s Signature ____________________________ Date ____________________________

Authorizing Signature ____________________________ Date ____________________________

Print name and title: ____________________________
DECLARATION OF MISSING EVIDENCE THAT A PAYMENT WAS MADE ON BEHALF
OF THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

Submit this form, completed by the traveler along with the Travel Expense Vouchers form, when
original required receipt(s) have been lost or misplaced by the traveler. Fax copies or
photocopies of lost or unavailable receipts must accompany this form. This form is in no way
intended as a replacement for no receipt documentation or to serve as evidence of incurred
expenses.

Please have traveler complete one form per receipt. Attach form(s) to Travel Expense Voucher.
Copy this form as needed.

_______________________________ declare that:

(Traveler’s Name – Please Print)

1. Circle applicable option:

☐ a. I disbursed personal monies on behalf of the Regents of the University of California as needed:

☐ b. University funds were disbursed on my behalf by the Regents of the University of California as follows:

    Date: ___________    Amount: ___________
    Description: ________________________________

2. The original receipt is not available to submit with the Travel Expense Voucher claim.
The reason is as follows:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Circle applicable option:

☐ a. I request I be reimbursed for this disbursement of my personal funds.

☐ b. I request my Travel Expense Voucher be processed for those expenses paid directly by the University and for which I am unable to produce the necessary documentation to support such expenditures.

    Signature: _________________________________    Date: 10/30/2017
STATE PRIVACY NOTICE

The state of California Information Practices Act of 1977 (effective July 1, 1978) requires the university to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting the information on this form is to determine that you are eligible to receive payments or benefits from the University (e.g., travel reimbursements). Such eligibility is dependent on proof of lawful presence in the United States in accordance with U.S. immigration laws.

Furnishing all (or specifically designated) information requested on this form is mandatory. Failure to provide such information will prevent you from receiving travel reimbursements or benefits from the University.

Information furnished on this form may be used by U.S. Citizenship and Immigration Services and will be transmitted to other State or Federal governments as required by law.

Individuals have the right to review their own records upon request.
EXCEPTION FOR LODGING OVER FEDERAL PER DIEM RATE:

Submit this form, completed by the traveler & Dept. Chair along with the Travel Expense Voucher form, when lodging is 1-199% over the destination city’s federal per diem rate. If rate exceeds 200%, the Dean will need to approve in addition to the Dept. Chair.

Traveler’s Name: ______________________ Dates of Trip: ______________________
Destination: ________________________ Lodging Per Diem Rate: __________
Actual Room Rate (room rate only) _________% Over Federal Per Diem: __________

Reason for Exception: Circle the applicable option:

1. Lodging’s proximity to meeting place and public transportation -- Lodging closest to meetings/conferences can be more expensive than hotels further away. Benefits are travelers eliminate or minimize additional transportation cost. After evening activities won’t require travelers to use public transportation at night in potentially undesirable locations. Time spent navigating/traveling in unfamiliar locations can be prohibitive and stressful.

2. Quoted rates at all hotels within the area are higher than the per diem rates listed for the destination – provide 2 or more price listings from comparable nearby hotels

3. Lodging provided internet at a reasonable cost or for free -- Many faculty have computers without ethernet ports so wireless connections are needed

4. Limited lodging availability due to large event(s) at destination -- If several large events/meetings coincide with traveler’s lodging needs, it may cause rates to rise or sell out due to increased demand

5. Lodging rate is negotiated rate for the meeting/conference that is being attended. -- Staying at the hotel where the meeting is held is beneficial for transportation considerations, parking, networking opportunities before and after meetings, etc.

6. Other – Please explain in detail

______________________________
Traveler

______________________________
Dept. Chair/Director

______________________________
Dean

**Dean’s signature required on lodging 200% or more over the federal per diem rate**
Non-US Citizens:

1. Picture page of your passport copy
2. Visa page inside of your passport copy
3. I-94/arrival and department record copy (if available)
4. Immigration documentation (Immigration status) copy
5. Completed UCSB Declaration of Immigration Status by Non-U.S. Citizens.
Declaration of Immigration Status by Non-U.S. Citizens
Submit with Travel Voucher Documentation

Traveler Instructions
To comply with the U.S. immigration laws, UCSB requires the following Traveler information (i.e., Items A-E below) to be provided by all Non-U.S. Citizen Travelers (Travelers) prior to receiving travel reimbursements or benefits (e.g., when UCSB directly pays travel related hotel or airline expenses on your behalf) from UCSB. Please complete the below information and return to the UCSB representative who requested this information.

A. Indicate your current U.S. Immigration Status (or your expected U.S. Immigration Status if you haven’t yet entered the U.S.)  Note: Canadian Residents entering the U.S. without U.S. Immigration Documentation have an “Implied B-1” Immigration Status.

Travelers Ineligible for Travel Reimbursements or Benefits: In accordance with U.S. Immigration Law, Travelers with the following types of U.S. Immigration Status may not receive any form of payment from U.S. Sources, including travel reimbursements, during their stay in the U.S.

☐ No U.S. Immigration Status obtained
☐ F-2
☐ H-4
☐ O-3
☐ P-4

B. Indicate the type of immigration documentation you have to support your current or expected U.S. Immigration Status and attach a copy of that documentation to this form:

☐ Green Card
☐ I-94 Form
☐ Proof of Canadian Residency – only for Canadians with “Implied B-1” status in Item A above
☐ Other: Describe ________________________________

C. Indicate your “primary” relationship to the University in connection with this travel: (Check one)

☐ Employee
☐ Independent Contractor (e.g., non-employee guest speaker or lecturer, honoraria recipient)
☐ Non-Employee (e.g., student, fellow or researcher): Describe relationship below ________________________________

D. If you checked Non-Employee in Item C above, please indicate the “primary” purpose of your travel: (Check one)

☐ Travel “primarily” supported my individual educational or research goals; or
☐ Travel “primarily” benefited the University: Describe benefit to University: ________________________________________

E. Complete this item only if you have (or expect to have) a B-2 or WT immigration status: (Check one choice for both Items 1 and 2 and list dates in Item 1)

1. The period of my academic activity at UCSB [☐ will or ☐ won’t] be 9 days or less

   List dates - From: _______________ To: _______________

2. ☐ [☐ have or ☐ have not] been reimbursed for reasonable travel and incidental expenses incurred in connection with a usual academic activity from more than 5 educational institutions in the previous six-month period.

TRAVELER’S SIGNATURE __________________________ DATE ______________

TRAVELER’S PRINTED NAME ________________________________