



*For Guests & Non-UCM Employees*

# Travel/Entertainment & Expense Reimbursement Form

University of California, Merced

Please reimburse me for the following expenses incurred because of official UC Merced business:

\_\_\_\_\_  
Description & Date(s)

\_\_\_\_\_  
Legal Name & UC Student ID #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Permanent Address - Where Check will be Sent  
(Include: Address, City, State, and Zip Code)

\_\_\_\_\_  
Vehicle license plate #  
(If claiming mileage for use  
of personal vehicle)

Please list all preapproved expenses incurred during your visit and attach original itemized receipts. If submitting via email, please have forms and receipts in one PDF or doc. Meals and incidental expenses for domestic travel is limited to \$62 per day, for actual expenses. Mileage rate is 58 cents per mile. If using a rental car, only the rental cost and gas will be reimbursed. No mileage will be reimbursed on rental car use.

<b>Expense &amp; Description</b> (i.e.Togos - lunch; Uber - transportation to dinner)	<b>Date</b>	<b>Amount</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<b>Total Amount Due:</b>		

**Please mail this completed form with receipts to:**

**Undergraduate Research Opportunities  
Center (UROC)**  
**Student Services Building 310**  
**University of California, Merced**  
**Merced, CA 95343 Fax: 209-228-2418**