

TRAVEL EXPENSE REPORT VOUCHER for UC Davis Visitation

We are thrilled that you have come for our Prospective Graduate Student Visitation event at UC Davis. Please account for your trip within 21 days of your travel. You have been approved for a particular amount of funding to cover travel expenses (i.e. airfare, parking, other transportation). Please report that dollar amount below.

Return this **signed** form plus expense receipts to Minh Hoang via email (math-gradadvising@ucdavis.edu).

NOTE: Receipts must contain method of payment and last 4 digits of card used for payment.

TRAVELER INFORMATION

Name: _____ US Citizen? ☐ Yes ☐ No
Home address: _____ City/State/Zip: _____
Email: _____ Phone: _____

TRIP INFORMATION

Date & time left for trip: Date _____ Time _____ ☐ AM / ☐ PM
Date & time returned from trip: Date _____ Time _____ ☐ AM / ☐ PM
Trip origin (street address/city/state/country): _____
Trip destination (street address/city/state/country):
UC DAVIS

Purpose of trip:

UC DAVIS PROSPECTIVE GRADUATE STUDENT VISITATION

EXPENSES [attach receipt(s) displaying method of payment and last 4 digits of credit card used for payment]

Type of expense	Date of purchase	Cost	Currency (if not US dollar)
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____

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 receipts for each expense as required by university policy.

Traveler's signature _____

Date _____

Amount to charge: \$ _____

Account/Fund source: MATH DEPARTMENT
Submit all documents for this travel to:
Minh Hoang, math-gradadvising@ucdavis.edu