**TDLC Site Visit 2014**  
**Travel Expense Reimbursement Request Form**

<table>
<thead>
<tr>
<th>Index Number:</th>
<th>Name:</th>
<th>Email Address:</th>
<th>PI/Advisor:</th>
<th>Visa Type (If not US Citizen):</th>
</tr>
</thead>
</table>

Social Security Number:  
*Only needed if not in the UCSD travel system. You will be contacted if needed.*

Mailing Address (if no direct deposit):

### Event Information

- **Purpose of Event:**
- **Destination:**
- **Start Date/Time:**
- **End Date/Time:**

### Expenses Summary

#### 1. Mileage Claim

<table>
<thead>
<tr>
<th>Vehicle License Number:</th>
<th>Roundtrip Mileage:</th>
</tr>
</thead>
</table>

#### 2. Meal Expenses

**Applies to short-term travel (less than 30 days), enter your actual meal expenses.**  
*All receipts must be itemized and show form of payment.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Daily Total</th>
</tr>
</thead>
</table>

#### 4. Other Expenses

**Airfare, ground transportation, etc.**  
*Ground transportation will only be reimbursed up to $200. Parking at UCSD or the Hyatt will not be reimbursed. Rental cars will be reimbursed in lieu of ground transportation up to $200.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Total**

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Please fill in **ALL SECTIONS** on the form. Failure to do so will delay your reimbursement. Attach all itemized receipts showing form of payment. Please send to Kate Shanks at 9500 Gilman Drive MC 0523, La Jolla, CA 92039-0523. Questions? Email kshanks@ucsd.edu