

Department of History Travel Reimbursement Instructions

How do I get reimbursed?

- Complete and submit Travel Reimbursement Request form to Megan Ensminger (mensminger@ucsd.edu).
 - To ensure timely processing of your reimbursement, please complete the form with as much detail as possible.
 - **Since you will be submitting the reimbursement request prior to your travels, please estimate expenses as best you can.** The amounts will be updated once the trip has been completed and receipts have been submitted.
- When the trip has been completed, turn receipts (originals or copies) in to Megan Ensminger (via email or in person).
- Upon approval from the Graduate Committee, your reimbursement will be processed via UCSDs MyTravel system.
 - You will not receive your reimbursement until the trip has been completed.

What documentation is required for reimbursement?

- Completed Travel Reimbursement Request form.
- Original receipts or copies are required for all expenses you are requesting reimbursement for.
- Itemized receipts showing proof of payment (name and credit card) are required for airfare and lodging expenses.

Things to remember:

- Reimbursements are not guaranteed – reimbursements depend on the department's funds at the time.
- Reimbursements through the UCSD travel system can take up to 10 business days to be processed either via direct deposit or paper check.
- Payroll and travel are processed separately. This means that if you are enrolled in direct deposit for employment checks, you are not automatically enrolled in direct deposit for travel reimbursements. To find out if you are enrolled in direct deposit for travel, email Megan Ensminger.
- If you split the cost of your hotel with someone else, please disclose that information. We can only reimburse your portion of the expense.

Department of History Travel Reimbursement Request

TRAVELER INFORMATION

Name: _____ Email: _____

Address to mail check to (if no direct deposit): _____

Name of Faculty Adviser: _____ Major Field: _____ Admitted Fall of: _____

TRIP INFORMATION

Destination (City, State): _____ Purpose of Trip (circle one): Research Conference

For research, give title of project. For conference, give name of conference: _____

Departure Date & Time: _____ Return Date & Time: _____

If you attended a conference, did you pay a registration fee? Yes No If yes, how much did you pay? \$ _____

LODGING (include lodging total at bottom of form)

Hotel Name: _____ Hotel Location (City, State): _____

Check-in Date: _____ Check out Date: _____ # of Nights: _____

Hotel Name: _____ Hotel Location (City, State): _____

Check-in Date: _____ Check out Date: _____ # of Nights: _____

Hotel Name: _____ Hotel Location (City, State): _____

Check-in Date: _____ Check out Date: _____ # of Nights: _____

TRANSPORTATION (Please check all that apply)

Personal Vehicle Total Miles (Attach Google Maps): _____

Rental Car Total cost of rental: \$ _____

Uber/Lyft/Taxi Total of all trips (in dollars): \$ _____

Airplane

Destination: _____ Total: \$ _____

Departure Date & Time: _____ Return Date & Time: _____

Train

Destination: _____ Total: \$ _____

Departure Date & Time: _____ Return Date & Time: _____

Other (Please specify): _____

Destination: _____ Total: \$ _____

Departure Date & Time: _____ Return Date & Time: _____

REIMBURSEMENT TOTALS

For each expense category below, indicate the total amount you are requesting to be reimbursed. Please attach original receipts or copies of receipts for all expenses you are requesting reimbursement for to this form.

Registration: _____ Lodging: _____ Transportation: _____

Other (please specify & attach receipt): _____ Total: _____

TRAVELER SIGNATURE AND ACKNOWLEDGEMENT

Above is a true statement of expected travel expenses incurred by me on official University business on the dates shown. I have attached original receipts/quotes for each expense as required by the University.

Traveler Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

