

Travel Reimbursement Instructions
Future Directions in 3-manifolds

*Per Federal Policy: U.S. Flag Air Carrier Service must be used for U.S. Government Financed International Travel

1. Complete the Travel Expense report below.
2. Use the pre-addressed envelope to return all **original receipts** and the Travel Expense report to:

Dena Gilday
Department of Mathematics
U.C. Davis
One Shields Avenue
Davis, Ca 95616-8633

3. Once all information is received, a Travel Voucher will be faxed for your signature. Please sign the Travel Voucher and fax it back to **(530)752-6635**.
4. A check will be issued within 5-10 days of receipt of the signed Travel Voucher.

Travel Expense Report

Name: _____ Date: _____

e-mail: _____ Home Address: _____

Fax: _____

Phone: _____

Social Security #: _____

University Employee: Yes: ___ No: ___

US Citizen: Yes: ___ No: ___

Time/Date Departure: _____ Return: _____

EXPENSES

Airfare: \$ _____ Train/Taxi/Bus: \$ _____

Personal Car Mileage: _____ X .405 cents/mile _____

Vehicle License Number: _____

Parking: \$ _____ Rental Car: \$ _____

Lodging: \$ _____ Lodging Dates: _____

Meals: Dates _____

Breakfast \$ _____

Lunch \$ _____

Dinner \$ _____

Registration Fees/ Misc. Expenses: _____

