

MOVING/REMOVAL EXPENSE VOUCHER



UNIVERSITY OF CALIFORNIA
DAVIS
TRAVEL EXPENSE VOUCHER 728

- VISA CORP CARD #:
- DAFS REV DOC#:

NAME AND ADDRESS: **John Smith**
English Department
Campus

PURPOSE AND DESCRIPTION OF TRIP:
Removal expenses from Boston to join
UCD as an Assistant Professor

UNIVERSITY OFFICE: **Davis** CITY OF RESIDENCE: **Davis** DATE: **4/1/99**

UNEMPLOYED BEFORE: AT OTHER: REEMPLOYED POSTERIORI:

LET IN REWARD OR AND SUBTRACT FROM TOTAL CLAIM:

EMPLOYEE NUMBER OR SERVICE EMPLOYER ID#: **123-45-6789**

PHONE AND NUMBER OF TELEPHONE TO BE CONTACTED:
3-6666666
English

COMPLETE THE SECTION UNDER PRIVATE CAR USE:
PRIVATE LICENSE NO.: _____ DOES CAR USED HAVE LIABILITY INSURANCE: YES NO

I. MOVEMENT				J. SUBSIDIES				K. TRANSPORTATION				L. REIMBURSEMENT		
DATE	TYPE	FROM	TO	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT
Apr 99	1					Transportation for 2 adults & 1 child one-way @ 50% of \$220 each								\$330.00
						Transportation for 1 cat @ 50% of \$50 - receipt attached								\$25.00
						Moving 1 car @ 50% of \$1,065								\$532.50
						Professional library @ 100%								\$352.51
						Household @ 50% of \$4,107								\$2053.50
						First Bank Finance Fees								\$0.00
17. TOTAL TRAVEL				18. TOTAL SUBSIDIES				19. TOTAL TRANSPORTATION				20. TOTAL REIMBURSEMENT		

17. TOTAL TRAVEL: DATE: _____ PER DIEM RATE: _____ PER DIEM AMOUNT: _____ TOTAL TRIP: _____ UNDER \$ HOUSE: _____

18. RECAP FIRST BANK EXPENSES: A. VISA CHARGES: _____ B. VISA BANK ADVANCES: _____ C. VISA FIRST ADVANCE: _____ D. DIRECT CHARGE ADVANCES: _____

19. RECEIVED: **Transportation quote received from ABC Travel Agency**

THIS FIGURE WILL BE CREDITED TO CORPORATE CARD: _____

21. I CERTIFY THAT THE ABOVE IS A TRUE STATEMENT, THAT THE EXPENSES CLAIMED WERE INCURRED ON ME ON OFFICIAL UNIVERSITY BUSINESS ON THE DATES SHOWN AND THAT I HAVE ATTACHED ORIGINAL RECEIPTS FOR EACH EXPENSE OF \$75 OR MORE, AS REQUIRED BY UNIVERSITY POLICY.

22. SIGNATURE: _____ DATE: _____

23. TOTAL FIRST BANK ADD EXPENSES: _____

24. BALANCE DUE: **\$3,293.51**

TRAVELER: U.C. EMPLOYEE

25. FORM NUMBER: **A. Jones** TEL: **(530)752-5555** EMAIL: **ajones@ucdavis.edu**

ORIGINAL

ACCOUNTING COPY * CHECK WHEN ALL EXPENDITURES AND ADVANCES OR REIMBURSEMENT WILL BE VIA FIRST BANK VISA
DEPARTMENT COPY ** CHECK ONLY WHEN A DIRECT CHARGE ADVANCE (THIS INCLUDES PRE-DAFIS ADVANCES) HAS BEEN USED AND/OR WHEN A UC CHECK WILL BE USED FOR REIMBURSEMENT
DEPARTMENT COPY