

MOVING/REMOVAL EXPENSE VOUCHER



**UNIVERSITY OF CALIFORNIA
DAVIS**
TRAVEL EXPENSE VOUCHER USE

- VISA CORP CARD #
 DAFIS TRV DOCP#

HOME ADDRESS Davis		CITY OF RESIDENCE Davis		DATE 4/2/99
EMPLOYEE NUMBER		LEAVES	ADJUSTED FROM PREVIOUS SOURCE	
<input type="checkbox"/> PER <input type="checkbox"/> LEA <input type="checkbox"/> LEA		LET IN MEMBERSHIP AND SUBTRACT FROM TOTAL CLAIM <input type="checkbox"/>		
EMPLOYER HOME ADDRESS IF EMPLOYED FROM OUTSIDE		AN EMPLOYER NUMBER OR PHONE NUMBER IF EMPLOYED FROM OUTSIDE 123-45-6789		

OFFICE ADDRESS
 **James Assistant
Department of Chemistry
Campus**

ROOM AND NUMBER OF ROOMS TO BE ISSUED
Chemistry 3-1234567

PURPOSE AND DESCRIPTION OF TRIP
Appointed as Teaching Assistant in a 50% position for the full academic year

DO YOU HAVE THE NECESSARY PUBLIC LICENSES?

VEHICLE LICENSE NO.	DOES CAR USED HAVE LIABILITY INSURANCE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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DATE	DAY	A. TRAVEL		LOCATION	REASON FOR TRAVEL	MILEAGE	RENTAL RATE	MILEAGE REIMBURSEMENT	OTHER EXPENSES	TOTAL
		MILEAGE	RATE							
Apr 99	2				Omaha, NE to Davis	1688	280.00			\$280.00
					First Bank Finance Fee					\$0.00

17. TOTAL HOURS: _____ FOREIGN TRAVEL:

DATE: _____ YEAR: _____

1. UP TO 3 HRS: _____ HRS: _____

2. UP TO 10 HRS: _____ TOTAL: _____

3. UP TO 24 HRS: _____

4. UP TO 48 HRS: _____

5. UP TO 72 HRS: _____

18. RECAP FIRST BANK EXPENSES A. VISA CHARGES: _____ B. VISA CORP CHARGES: _____ C. 1st Bank Finance Fee (adv. - actually submitted on 2/1): _____ D. DIRECT CHARGE ADVANCES: _____	19. REMARKS: _____ THIS PHASE WILL BE CREDITED TO CORPORATE CARD
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20. SIGNATURE OF TRAVELER: _____ DATE: _____

21. SIGNATURE OF SUPERVISOR: _____ DATE: _____

22. TOTAL EXPENSES: **\$280.00**
 LESS: PREVIOUS TOTAL PAYABLE: _____
 LESS: SALES TAX: _____
BALANCE DUE: \$280.00

23. PREPARED BY: **I. Preparer** TEL: **(530)752-5555** EMAIL: **ipreparer@ucdavis.edu**

ACCOUNTING COPY
 DEPARTMENT COPY
 DEPARTMENT COPY

* CHECK WHEN ALL EXPENDITURES AND ADVANCES OR REIMBURSEMENT WILL BE VIA FIRST BANK VISA
 ** 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

ORIGINAL