

**University of California, Santa Cruz**  
**Post Travel Form**  
**Preparation Instructions for Travelers**  
**Website: Travel**

**Traveler's Instructions**

**Traveler Information:** Complete each field in this section. The traveler must be in the FIS vendor database. FAST can verify if the traveler is in the vendor database, and provide a Payment Data Record (204 form) for the completion by travelers who are not already in the database. Campus mail stop addresses are used for employees and students, and business addresses are used for campus visitors. Additional documentation is required for non-resident aliens. Non-resident alien information is available at:

[http://financial.ucsc.edu/Pages/Tools\\_ForeignNationals.aspx](http://financial.ucsc.edu/Pages/Tools_ForeignNationals.aspx).

Complete the traveler's name and mailing address, include a phone number if available, the travel destination, purpose of travel, departure and return dates/times, and traveler's status as a visitor and foreign: visa type or a UC student or UC employee (note campus if not UCSC).

**Description of Expense:** Insert expenditures and dates the expense was incurred. Include all expenditures associated with the travel, even if the University paid the expense on behalf of the traveler.

- Roundtrip airfare can be entered in full on the date of departure.
- Include comments as necessary, and to further explain transportation (to/from).
- Private car mileage reimbursement rates are located at:  
[http://financial.ucsc.edu/Pages/Travel\\_PersonalAuto.aspx](http://financial.ucsc.edu/Pages/Travel_PersonalAuto.aspx)
- Mileage for more than one trip may be claimed on a Post Travel form as long as the dates of travel, to/from information, and the number of miles driven per trip are documented (a log may be attached).
- Original receipts are required for all airfare, rental car, registration fees, lodging (detailed folio) or **any** other expense of \$75 or more.
- Meals and Incidental expense are reimbursed for *actual expenses, up to the allowance provided in the travel policy. For current rates refer to:*  
[http://financial.ucsc.edu/Pages/Travel\\_Meals\\_Incidentals.aspx](http://financial.ucsc.edu/Pages/Travel_Meals_Incidentals.aspx). The daily allowance is an "up to" allowance, and is not an entitlement. In addition, meals may be reimbursed for travel less than 24 hours provided the trip included an overnight stay as supported by a lodging receipt. Foreign travel and travel outside the continental U.S. (Alaska, Hawaii, U.S. possessions) are reimbursed using Federal per diem rates. Domestic travel from 30-365 days in one location is reimbursed at 55% of the applicable Federal per diem rate.

**Note:** Additional Post Travel forms may be used for extended travel (more than 7 days) and/or travel requiring extended explanations.

**Traveler's signature – Required:** All travelers must sign a Post Travel form with the Traveler's Certification. The only exception is if UCSC has paid all expenses on behalf of a visitor – and the department sends email confirmation that the travel occurred without any significant changes to the expense paid on behalf of the traveler.

**Payments Made to/Or On Behalf of Traveler:**

- **Airfare:** Note all payments made on behalf of the traveler, including airfare procured through a CTS account, the UCLA Travel Center, direct billings from travel agencies, and early reimbursements processed to the traveler.
- **RegFee:** Note all payments issued by UCSC for registration or conference fees, including early reimbursements to the traveler.
- **Lodging:** Note all payments issued by UCSC for lodging expense, including early reimbursements to the traveler.
- **Cash:** Note all cash advances issued by UCSC to the traveler.

**Other Authorizing Signatures:** Senior Administrative Officers, or their delegates, must approve any exceptions to policy. Note: all exceptions to policy must include a written explanation of the need for an exception. In addition, this field is used when a Principal Investigator's signature is required for grant funded travel.

**FOAPAL Box in lower right corner:**

- **FOAPAL:** Note the FIS FOAPAL(s) charged for the travel expenditures.
- **Authorizing Signature of Funding Unit:** The original signature is required of the staff member who has been delegated authority to sign for expenditures to be charged to the FOAPAL.