

Travel Fund Request

OUTLINE OF EXPENSES



Sponsoring Organization: _____

Number of People Traveling: _____ Destination: _____

Purpose: _____

Leaving San Diego: DATE _____ TIME _____ Returning to San Diego: DATE _____ TIME _____

TRANSPORTATION

(Must include map of mileage, i.e. mapquest, etc.)

Air Fare: _____ X \$ _____ / each = \$ _____
passengers

Ground: _____ X _____ X \$ _____ / mile = \$ _____
autos # miles**

OR

350 mile one-way limit. _____ # autos _____ # miles = \$ _____

Other (explain): _____ = \$ _____

LODGING

Hotel: _____ X _____ X \$ _____ / room = \$ _____
rooms # nights

*Actual expenses may be allowed with special circumstances.

REGISTRATION

Registration Fees: _____ X \$ _____ / each = \$ _____
people

MEALS

(Those not included as part of registration fee)

Up to \$50 for meals may be reimbursed for each complete 24-hour period. For travel that occurs in the last fractional part of a period of travel of more than 24 hours, meal costs may be claimed if itemized, as follows:

- \$10 Breakfast - if travel begins before 7 a.m. or extends past 9 a.m.
- \$15 Lunch - if travel extends past 2 p.m.
- \$25 Dinner - if travel extends past 6 p.m.
- \$50 Total - per 24-hour period

If meals are included in registration fees, subsistence expenses should not be claimed for those meals (e.g., if one lunch is included, reduce the daily subsistence amount by \$15). A copy of the conference agenda and registration form should be submitted with the travel expense claim showing conference provided meals.

An additional \$5 for incidentals may be claimed for each 24-hour period. The term "incidentals" includes, but is not limited to, laundry expenses and tips for services such as waiters and baggage handlers.

Date	Breakfast	Lunch	Dinner	Incidentals
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
Total Meals				= \$ _____

TOTAL TRAVEL EXPENSES** = \$ _____

**Total funding request may not exceed \$500