

# UC San Diego

DEPARTMENT of COMMUNICATION | USP  
EVENT EXPENSE REIMBURSEMENT FORM

## EVENT POLICY

- Expenses should be submitted within **21 days**
- Expenses submitted after **45 days** may be treated as taxable and reported on your **W-2**
- **UCSD Travel Card** reimbursements should be submitted within **10 days** to ensure timely payment to US Bank
- For late claims, include a clear explanation as to why the trip was not timely submitted and how traveler will ensure future compliance
- **Itemized receipts are required** to receive meal reimbursement

HOST: \_\_\_\_\_

ATTENDEES:

NAME	AFFILIATION
JANE SMITH	PROFESSOR UCSD

SAMPLE

EVENT LOCATION: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL MEAL REIMBURSEMENT: \_\_\_\_\_

TRAVEL CARD

BASED ON ACTUAL RECEIPTS PER PERSON MAXIMUM: BREAKFAST \$27, LUNCH \$47, DINNER \$81

NOTE: DEPARTMENT MAY SET A LOWER PER PERSON MAXIMUM CONTINGENT ON EVENT

OTHER EXPENSES (PARKING) \_\_\_\_\_

TRAVEL CARD

TOTAL COST: \_\_\_\_\_

INDEX TO CHARGE: \_\_\_\_\_

PLEASE SUBMIT RECEIPT(S) TO PATRICK PADILLA VIA EMAIL [P1PADILLA@UCSD.EDU](mailto:P1PADILLA@UCSD.EDU), DROP IN DEPARTMENT BOX IN MAIL ROOM OR MAIL DEPARTMENT OF COMMUNICATION 9500 GILMAN DRIVE, MC 0503, LA JOLLA, CA 92093-0503.  
UCSD GRADUATE STUDENT TRAVEL ATTN: MELANIE LYNN [MELANIELYNN@UCSD.EDU](mailto:MELANIELYNN@UCSD.EDU)

