

## **Mechanical Engineering Travel Reimbursement Form**

Pleast submit through iTravel and provide completed form along with all original itemized receipts to your travel processor (Juana Guerrero)

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Provide a short description regarding the purpose of travel.    Circle (City, State, Country)		ordinator for any questions or concerns	at juana@engr.ucr.edu		
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Meals.    Specify other   Spec	Vehicle Rental	\$		Taxi, Uber, Lyft, Etc.	\$
Maais   Day 1   S   Day 5   Day 9   S   Day 13   S   Day 14   S   Day 15   S   Day 14   S   Day 15   S   Day 15   S   Day 15   S   Day 16   S   D	Gas (vehicle rental only)	\$		Other	\$
Day 1   S		Specify other			
Day 2   S	<u>Meals</u>				
Day 3   S	The actual amount spent on meals per day	· —	· ·		
Day 4 S Day 8 S Day 12 S Day 16 Day	The maximum cap per day is \$62	· —			
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