

GSA Conference Travel Grant Expense Request Form

Travel Information

Full Name: John Doe UCR SID#: 861-00-0001
 Address: 123 Alphabet Ave, Riverside, CA 92507
Street City State ZIP
 Name of Conference: Society of Missing Persons Annual Conference
 Conference Location: San Francisco, CA
City State Country
 Purpose of Travel: presenting a paper at the conference
 Trip Begins: Riverside, CA Trip Ends: Los Angeles, CA
City State City State
 Trip Begin Date: 01/01/2016 Trip End Date: 01/05/2016
 Trip Begin Time: 5:30 pm Trip End Time: 6:00 am

Expenses

*Please indicate below a description of each expense, whether the department paid, and the paid amount.
 GSA does not reimburse incidental expenses; visit our website for more info on 'qualifying' expenses

Type of Expense	Description of Expense	Dept Paid	Amount
Airfare	Ontario to San Francisco, San Francisco to LAX	<input checked="" type="checkbox"/>	\$150.49
Mileage		<input type="checkbox"/>	
Other Transportation	Shuttle, Taxi, Train	<input type="checkbox"/>	\$128.96
Lodging	Stayed at the Hilton	<input type="checkbox"/>	\$503.70
Registration		<input checked="" type="checkbox"/>	\$230.00
*Incidentals	<i>Meals, Membership, Insurance, Abstract Fees, etc.</i>	<input type="checkbox"/>	\$35.55
Total Expenses			\$1,048.70

Please Explain Complicated Travel Details: _____
 I ended my trip at LAX because it was cheaper. I shared a hotel room with a friend, but I paid for my share as VS 4001 on the folio

Other Awards

Please indicate below the source of your award (ex. department, advisor, etc.), a description of the award (ex. Fixed amount, balance of expenses, matching, etc.), and the award amount.

Source of Award	Description of Award	Award Amount
Department	fixed amount	\$200.00
Earle C. Anthony	fixed amount	\$500.00
Advisor	balance of expenses	
Total Award Amounts		\$700.00

**All attached receipts must be dated, itemized, and original. It must also show proof of payment and the vendor's information. All documents, whether submitted by mail or in person, must reach the GSA front desk by the end of the 7 business days after the conference end date. We do not accept email or fax submissions. For more information on post-travel paperwork and expenses, please visit our website at <http://www.gsa.ucr.edu/travelgrant>.*

I, the undersigned, do hereby testify that these expenses were submitted within 7 business days after my conference end date unless prior arrangements were made and approved by the committee chair and the expenses submitted represent my personal expenses. I have also read and understood all travel guidelines for my expenses and receipts. As indicated on my application, I will receive funding from other sources which are completely divulged here.

Signature:  Date: 01/07/2016 Forward To: Philosophy