

Horticulture CRSP

Reducing poverty, improving nutrition and health and improving sustainability and profitability through horticulture.

Travel Expense Reimbursement Worksheet (to be completed only after travel has been completed)

Non Employee

Please complete worksheet, attach *original* receipts, and send to Diana Puccetti, UC Davis (address at bottom of form) after travel has been completed. Please fully complete required information otherwise your reimbursement may be delayed. It is a good idea to make a copy of your receipts before mailing the originals. If you are processing an invoice from your institution, please bill UC Regents, UC Davis.

Name: _____

Home address: (Please include city, state and zip code, country)

Phone number: _____

Email: _____

Purpose of trip: Attendance to the Horticulture CRSP Inception Workshop
 Bangkok, Thailand May 16 – 18, 2010

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Costs (include original receipts and itinerary with payment request)

Type of Currency: _____
Air Travel Cost (if eligible for reimbursement) \$ _____
Hotel (if eligible for reimbursement) \$ _____
Total Reimbursement Request \$ _____
Maximum Amount Allowed (per Invite Letter) \$ _____

Please check one: Submit payment to: ___ Participant ___ Agency

Name or agency to be issued payment: _____

Reimbursement Method: ___ Wire Transfer or ___ University Check

Note: Checks will be issued in US dollars. If wire transfer is required, you will be contacted for banking information. Horticulture CRSP will not be responsible for any wiring fees associated with the fund transfer.

Mail To: Diana Puccetti
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 One Shields Ave, Davis, Ca 95616-5270, United States
 Email: djpuccetti@ucdavis.edu Phone: 530-752-3522 Fax: 530-752-7182