

**Travel Reimbursement Instructions  
Future Directions in 3-manifolds**

\*Per Federal Policy: U.S. Flag Air Carrier Service must be used for U.S. Government Financed International Travel

1. Complete the Travel Expense report below.
2. Use the pre-addressed envelope to return all **original receipts** and the Travel Expense report to:

Dena Gilday  
Department of Mathematics  
U.C. Davis  
One Shields Avenue  
Davis, Ca 95616-8633

3. Once all information is received, a Travel Voucher will be faxed for your signature. Please sign the Travel Voucher and fax it back to **(530)752-6635**.
4. A check will be issued within 5-10 days of receipt of the signed Travel Voucher.

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**Travel Expense Report**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

e-mail: \_\_\_\_\_ Home Address: \_\_\_\_\_

Fax: \_\_\_\_\_

Phone: \_\_\_\_\_

Social Security #: \_\_\_\_\_

University Employee: Yes: \_\_\_ No: \_\_\_

US Citizen: Yes: \_\_\_ No: \_\_\_

Time/Date Departure: \_\_\_\_\_ Return: \_\_\_\_\_

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**EXPENSES**

Airfare: \$ \_\_\_\_\_ Train/Taxi/Bus: \$ \_\_\_\_\_

Personal Car Mileage: \_\_\_\_\_ X .405 cents/mile \_\_\_\_\_

Vehicle License Number: \_\_\_\_\_

Parking: \$ \_\_\_\_\_ Rental Car: \$ \_\_\_\_\_

Lodging: \$ \_\_\_\_\_ Lodging Dates: \_\_\_\_\_

Meals: Dates \_\_\_\_\_

Breakfast \$ \_\_\_\_\_

Lunch \$ \_\_\_\_\_

Dinner \$ \_\_\_\_\_

Registration Fees/ Misc. Expenses: \_\_\_\_\_

