

TRAVEL WORKSHEET

MAIL TO:

University of California
Department of Entomology
One Shields Avenue
Davis, CA 95616-8584
Attn: Carol Nickles

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

SSN#: _____

CAR LICENSE (IF USED): _____

MILEAGE: _____

TIME LEFT HOME: _____ DATE: _____

TIME RETURNED: _____ DATE: _____

AIRLINE TICKET: \$ _____ TICKET FROM: _____ TO: _____

OTHER: _____

PURPOSE OF TRIP: _____

ALL ORIGINAL receipts are needed to process travel voucher.
NO PHOTOCOPIES.

Sign this form and return to Carol Nickles at address shown above.

Amount total for receipts: \$ _____

Foreign currency: _____
(if applicable)

SIGNATURE: _____