Section 1:

CTE Travel & Entertainment Reconciliation

See the Form Guide for help with filling out and submission

204 Submitted or on file. Note: If NOT on file, complete Payee Setup 204 form

Document #: I

Vendor #:@   Date Due:

Enter all payments made to or on behalf of the traveler from Section 3 of corresponding TAR, CTE Card USBank Statement, or USBank Transaction History

	TAR	CTE
Trip Number		
Expenses	TAR	CTE
Airfare		
Reg Fee		
Lodging		
Other		
Total		

Traveler's or Cardholder's Name: *(Last, First, M.)*		Affiliation
Team Affiliation (Optional):		U.S. Citizen Yes No
Traveler's Email:	Phone:	**Form Prepared By:**
Campus Mail Stop:		Dept / Division:
(or)Traveler's Address:		E-mail:
		Phone:

Additional Notes (Optional):

Enter cash advances from UCSC

Cash Advance	

Section 2: All Actual Expenses: Enter the total expenses below from all payment methods for each business purpose. To itemize expenses see attached TERF Worksheet.

Business Purpose					Total Expense	Description of Expense:
Date						
Business Expense Type	Entertainment Travel / Supplies Other	Entertainment Travel / Supplies Other	Entertainment Travel / Supplies Other	Entertainment Travel / Supplies Other		
Destination						
Personal Car Mileage (1/1/2019)						
Personal Car Mileage Reimbursement (58 ¢ /mile)						
Airfare *						
Rental Car * *(excludes insurance)*						
Other Transportation						
Parking/Tolls						
Conference Registration *						
Lodging *(room + tax only)* *						
Meals & Incidentals ($62 max/day or (O) CONUS/diem)						
Misc. & Supplies (Explain)						
Entertainment (explain with ERA)						
TOTALS:						Total of all actual expenses

* Must submit original itemized receipts regardless of amount

Traveler's certification: I certify the above are actual expenses incurred by me while on official University business per the dates shown, and that the original receipts are attached for each expense of $75.00 or more, per UC policy (G-28). I certify that I have complied with CA's auto liability insurance law while operating my personal auto on University business.

<Less payments made on behalf of traveler>		All actual Travel/Entertainment expenses paid for with the CT&E card are not reimbursed, so reduce from the actual expense total
<Less Cash Advance>		Cash Advance is reduced from total expenses
Reimbursement or <Payment Due>		Amount due back to Cardholder, auto populates line one of reimbursement, may be split funded by clicking the custom amount box.

Section 3:

Reimbursement to Traveler

Check box if split funding reimbursement

Fund	Organization	Account	Activity	Amount	Description of Expense	Doc. Ref. Number

Section 4:

Transfer of Expense

Check box if your department will process TOE(s)

Fund	Organization	Account	Activity	Amount	Description of Expense	Doc. Ref. Number

Payment Due From Traveler:		TOE Total:		Credit to Default Cardholder FOAPAL:	

Traveler's certification: I certify the above are actual expenses incurred by me while on official University business per the dates shown, and that the original receipts are attached for each expense of $75.00 or more, per UC policy (G-28). I certify that I have complied with CA's auto liability insurance law while operating my personal auto on University business.

Traveler Signature Required   Date:

Tier 1: Signature Required: Date:

Funding Authorization (PI, Fund Manager, Advisor)

Senior Officer Auth Signature: (If required)   Date:

ETP- exception to policy

Tier 2: Signature Required: Date:

Funding Authorizer Verification (Advisor, Research Accountant)

Other Departmental Approvals: (If required)   Date:

Ex. Other Departmental Expense Authorizor

<mark>*v2.6 - 7/11/2019*</mark>

Email completed TERF and required supporting documentation/reciepts to ctecard@ucsc.edu