

Return to: Eric Essman  
 LBL MS 50A-5104, 1 Cyclotron Rd, Berkeley CA 94720  
 Berkeley, CA 947

**TRAVEL EXPENSE REPORT**  
 Use for DOMESTIC TRAVEL ONLY.

Trip Number: \_\_\_\_\_

University of California  
 Ernest Orlando Lawrence  
 Berkeley National Laboratory

Submit original receipts with this Expense Report to Travel, 937-500

Traveler's Name (Last, First / MI)		Employee Number	Mailstop	Phone No. or Lab Extension
For expenses from (date)	through (date)	# Personal days	Business Cities	
Business Purpose: <b>Cosmology Seminar</b>		Traveler's Status:		
Project Number: <b>PAST VP PTHOPS</b>		<input checked="" type="checkbox"/> Employee <input type="checkbox"/> non-Employee		

T R A V E L	Date	
	From Location	
	Depart Time	
	To Location	
	Arrival Time	

BUSINESS EXPENSES		TOTALS
1	Airfare	
2	Rental Car	
3	Rental Car Gas	
4	Parking	
5	Ground Transportation	
6	Tolls	
7	Other Transportation*	
8	Private Auto Mileage*	
9	Mileage Cost @37.5¢/mi	
10	Lodging	
11	Lodging Tax	
12	Calls Official/Personal	
13	M&IE Claim	
14	M&IE Allowable	
15	Registration Fees	
16	ATM Fees	
17	Misc Expenses*	
Total Lines 1-17		

**MAIL CHECK TO:** \_\_\_\_\_ Prepaid Airfare: \_\_\_\_\_  
 \*Requires explanation in Business Expenses section: Paid by Others\*: \_\_\_\_\_  
 1. Has the airline ticket provided you by the Berkeley Lab been exchanged, reissued, or refunded?  Yes  No Advances: \_\_\_\_\_

2. CREDIT VISA ACCOUNT? If yes  
 Enter Amount Here: \_\_\_\_\_ Net Cost (Accounting Use Only): \$0.00  
 Net Due: \$0.00  
 Less VISA: \$0.00  
 Balance: \$0.00

**\*EXPLANATION OF BUSINESS EXPENSES** (required for items marked with asterisk)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that these expenses represent official Berkeley Lab business and authorize allowable expenses to be costed to the accounts listed.

I certify the foregoing, to the best of my knowledge, is a true statement of allowable expenses incurred for the official business of the University of California in accordance with Berkeley Lab policy and that expenses claimed are not being reimbursed by others.

Approved for Payment  
 PFC 1/1/2003

Traveler Signature  
 Date: \_\_\_\_\_