



REQUEST FOR REIMBURSEMENT

TRAVEL EXPENSE

Name	Account
Position	Sub Account

Trip Name		
(Origin and Destination)		
Business Purpose		
Type	Travel	Group Travel
# Of Travelers		
List Travelers		
Start Date		
Time	Mileage (Personal Auto)	
End Date		
Time		

Privately owned vehicles used for University business must be covered by the driver's liability insurance with the State of California mandated minimum limits.

Current state law requires \$15,000 for personal injury to or death of one person; \$30,000 for injury to or death of two or more persons in one accident; \$5,000 for property damage.

(These are minimums required by state law to operate a public vehicle on a public road)

Was your vehicle covered by minimum liability coverage as described above? Yes No

SUBMIT FORM, ORIGINAL "PAID" ITEMIZED RECEIPTS AND A TRIP AGENDA.

Signature

Date

Activity Director

Date

ASUCD Controller / Business Manager

Date