**NON-EMPLOYEE TRAVEL REIMBURSEMENT**

1.        NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.        ADDRESS:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.        EMAIL:          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.        PHONE:         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.        FAX:                 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.        U.S. CITIZEN?                   **YES**          OR         **NO**

                                         (Please circle Yes or No)

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Please scan receipts and forms and submit them through our ticketing system on our website geodynamics.org:

About Us > Submit Ticket

<https://geodynamics.org/support/ticket/new>

We will email the completed travel reimbursement page with expenses on it for you to approve.  Sign, date, and send by PDF attachment to the email address as indicated in the email.  Once it is received we can process for payment.

IF YOU HAVE NOT TRAVELED WITH UCDAVIS WITHIN THE LAST 6 MONTHS OR

IF YOU HAVE CHANGED ADDRESSES, YOU **MUST** FILL OUT THIS FORM.