



Division of Social Sciences
RESEARCH SERVICES CENTER

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NON-EMPLOYEE CERTIFICATION

MyTravel Report

Key: _____

*Name: _____

*Telephone: _____

*Email _____

*Mailing Address: _____
(No PO Boxes)

*City, State, Zip: _____

Department: _____

Amount: _____

- Student
- Spouse
- University Guest
- Other: _____

For all airfare reimbursement, please include your itinerary showing the traveler's information, flight details and the payment method.

*Required Information

I hereby certify that the above is a true statement of travel or entertainment expenses incurred by me in accordance with the rules of the University of California and that such travel or entertainment was relative to official university business and not of the type an individual would undertake in a personal rather than official capacity.

Non-Employee's Signature

Date