

Dear XXX,

Hope your day is going well. I will be assisting you with travel arrangements for your upcoming March travel and once your travel is complete, I will be assisting you with processing the expenses for any travel reimbursement you submit. If you can please provide additional information for your upcoming trip, this will be very helpful.

- a. Please provide the business purpose of this trip.
- b. Does the trip include any personal travel? If so, please list the dates.
- c. Please list the expenses you might incur and provide estimates.
- d. If you have receipts for expenses already incurred, you are welcome to send them to me or if you wish to send upon your return that is okay as well.
- e. If incurred, please submit an itemized receipt for your lodging expense.
- f. Please provide the department fund for this request.

If you have any questions, please do not hesitate to contact me.

Thank you,

Maribel Macrum

Travel Coordinator

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