

NOTE: The Trip Name has a 32-character limit and the Business Purpose has a 500 character limit.
This list is **not** all inclusive.

REPORT TYPE: 1. Travel - Less than 30 Days

TRIP NAME: CASE VII registration

(Pay travel card before trip begins)

BUSINESS PURPOSE: Advance registration for John A. Seed to attend the "District VII" conference hosted by CASE (Council for Advancement and Support of Education) @ San Francisco, CA. Employee is attending to present his lecture on "Donor Pipeline Strategies."

REPORT TYPE: 1. Travel - Less than 30 Days

TRIP NAME: CASE VII @ MAR 01~03

BUSINESS PURPOSE: John A. Seed attended the "District VII" conference hosted by CASE (Council for Advancement and Support of Education) @ San Francisco, CA. Employee attended to present his lecture on "Donor pipeline strategies" and to attend other Development-related lectures in his field of Donor Communications and Publications.

REPORT TYPE: 1. Travel - Less than 30 Days

TRIP NAME: SunGard HE @ Boston MAY 2-4

(Includes personal travel)

BUSINESS PURPOSE: John A. Seed to attend the multi-day "Higher Education Summit" hosted by SunGard @ Boston, MA for the staff-development purpose of workshop training and networking with industry peers in the Donor Communications field.

COMMENTS: Conference ends on SAT, MAY 04, but employee is returning to Davis, CA on TUE, MAY 7 (personal travel). See itemization airfare comparison rates and itemization of lodging for personal stay (was booked together with business travel to qualify for discounted room rate).

REPORT TYPE: 1. Travel - Less than 30 Days

TRIP NAME: JAN mileage

(Mileage only)

BUSINESS PURPOSE: Monthly reimbursement request for intermittent business-related travel (personal mileage, parking, tolls) incurred @ Northern CA, as part of the UC Outreach program.

REPORT TYPE: 5. Entertainment - Business

TRIP NAME: Donor luncheon, FEB 02

BUSINESS PURPOSE: Lunch meeting hosted by John A. Seed with donors [redacted] to discuss future Chancellor's Club events @ Seasons Restaurant.

REPORT TYPE: 5. Entertainment - Business

TRIP NAME: Undergraduate site visit @ JAN 03

BUSINESS PURPOSE: Various entertainment expenses incurred during the biannual Undergraduate site visit @ Main Campus & UCDCM. Expenses include catered breakfast, lunch, light refreshments, dinner, flower arrangements, and entertainment-related travel.

COMMENTS: Reference specific PO #01234566 for hotel banquet room rental and PO #01234567 for linen rental services.

REPORT TYPE: 6. Entertainment - Morale

TRIP NAME: John A. Seed farewell on April 15

(Social - Simple)

BUSINESS PURPOSE: Light refreshments for a retirement reception @ UCD Conference Center, to recognize and honor John A. Seed for 16+ years of service to the Campus.

COMMENTS: 120+ participants (department-wide invitation); see attached documents for complete guest list.

REPORT TYPE: Any

TRIP NAME: [\$0] Clearing T&E CARD expenses

(Clearing out T&E CARD expenses)

BUSINESS PURPOSE: Zero-dollar expense report to process/clear T&E CARD expenses from imported expenses queue for business-related expenses which were incorrectly charged to the T&E CARD because they were neither entertainment- nor travel-related. The employee has already remitted payment to US BANK and will request reimbursement via KFS DV-EER. No monies are being transacted on this expense report.

Questions? Please email travelhelp@ucdavis.edu.