

Travel & Entertainment Reimbursement Instructions

Business travel & entertainment should be submitted for reimbursement within 21 days of completion of travel / entertainment.

- Prior to the start of the trip, airline tickets may be purchased through the UCLA Travel Center's reservation service using Direct Billing.
Please visit <http://travel.ucla.edu> and click **Travel Reservations by Campus** link
OR go directly to http://www.travel.ucla.edu/new/Res_Request_UCLA_UCOP.html
OR call 310-206-2639.
- When travel is completed, reimbursement request form must be completed.
- Original itemized receipts must be submitted for all expenses claimed.
- Itemized receipts must show proof of payment – invoice/receipt showing paid in full with \$0.00 balance due. If receipt shows balance due, a copy of credit card receipt or statement will provide proof of payment.
- All travel reimbursements require a justification detailing the reason for the trip – must include name of conference/meeting, dates, and location.
- Provide the account name, FAU number, or recharge ID code to charge.
- **ONLY THE TRAVELER will be reimbursed.**
One traveler can not pay for another traveler's expenses.

Domestic Travel

- **There is no domestic per diem.**
- Meals and incidentals will be reimbursed **based on the actual amount spent** (with original itemized receipts) up to a daily maximum of \$64. There is no exception to the \$64 cap.
- Reimbursement for meals on a trip of more than 12 hours and less than 24 hours has been eliminated.
- Car rentals – give the rental agency the University ID number and you may receive a discounted rate and physical damage insurance. Purchase of GPS locator service (or similar) is not reimbursable. For more information visit this site <http://www.ucop.edu/purchserv/coverageguide.html>.
- When using a private car and asking for mileage reimbursement (currently 58.5 cents per mile to cover gasoline and maintenance), please provide license plate number and verify that appropriate car insurance is in effect.

Foreign Travel

- Per Diem for foreign travel may be claimed for lodging and meals/incidentals according to values posted by the U.S. State Department OR from actual receipts.
- Per diem rates can be found at <http://www.state.gov/m/a/als/prdm>

Entertainment Expenses

- Original itemized receipt listing all items purchased and amounts must be included.
- Itemized receipts must show proof of payment – invoice/receipt showing paid in full with \$0.00 balance due. If receipt shows balance due, a copy of credit card receipt or statement will provide proof of payment.
- A list of those present, titles, and affiliations is required.
- Provide detailed information about the purpose of the meeting.
- Alcohol may be reimbursed from discretionary funds.
- **Alcohol can not be reimbursed from Federal and State grants.**
- Maximum amounts allowed per person (June 2008)
 - Breakfast \$26
 - Lunch \$38
 - Dinner \$64
 - Light Refreshment \$17

Conference Registration

Registration fees can be paid in advance through Travel Express to the organization hosting the conference/meeting. Submit the registration form to our office with the name and address where the payment should be sent.

To be reimbursed for out-of-pocket fees for conference registration, meetings of professional societies, or conventions, a receipt must be submitted that shows name of attendee, full title of conference/meeting, name of hosting organization, amount paid, and form of payment.

Travel and Entertainment Card

UCLA offers a USBank Travel and Entertainment Card. The card is provided as a tool for charging business travel and entertainment expenses such as lodging, transportation, and meals. There is no out of pocket expense. For more information, <http://www.travel.ucla.edu>