

# Travel Reimbursement Instructions

UCLA's general requirement is to submit a Travel Reimbursement Request within 21 DAYS of the completion of travel:

- Travel reimbursement is due after the completion of the trip, and a Travel Reimbursement Request Form must be completed.
- Original itemized receipts [list of what was purchased] must be submitted for all expenses claimed.
- Itemized receipts must show form of payment [cash, check, ATM debit or credit card] If item was paid by Bank or Credit Card, your name and bank or credit card digits should appear on the receipt, otherwise please provide a bank or credit card statement. If the item was paid by check, the front and back of the cancelled check is required.
- All travel reimbursements require a justification detailing the reason for the trip and must include the name of the conference or meeting, as well as the dates and location.
- If available, please provide the account name, FAU number, or recharge ID code to charge.
- **ONLY THE TRAVELER will be reimbursed.**
- You cannot 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 of a trip that is less than 24 hours in duration is not reimbursable, unless the travel involves an overnight stay.
- Car rentals – “Economy only” is allowed, and the original receipt must be itemized. Purchase of GPS locator service [or similar], and vehicle upgrades are not reimbursable. LDW [Loss Damage Waiver] and [LIS] Supplemental Liability Insurance are not reimbursable. Travelers are encouraged to refuel before returning the car, due to agencies mark up of the fuel per gallon.
- When using a private car and asking for mileage reimbursement [currently 55.5 cents per mile to cover gasoline and maintenance for 2012], 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.
- All receipts must show proof of payment – [your name and credit card or bank card digits should appear on the receipt, otherwise, please provide a bank or credit card statement.
- ALWAYS include a guest list, their titles, and affiliations.
- Provide detailed information about the purpose of the meeting.
- Alcohol may be reimbursed from discretionary funds.
- **Alcohol cannot be reimbursed from Federal and State grants.**

Maximum amounts allowed per person:

Current rates are meals rates for breakfast, lunch and dinner meals are provided in the following link:

[http://express.travel.ucla.edu/docs/Increase\\_Meal\\_Rates\\_032012.pdf](http://express.travel.ucla.edu/docs/Increase_Meal_Rates_032012.pdf)

## Conference Registration – Direct Payment:

Registration fees can be paid in advance through Travel Express to the organization hosting the conference/meeting, which is paid by University Check only. Please submit: Name or Payee, Address, Contact Name, Contact Number, Fax Number, and Tax ID number [conference website will have the information] Please allow at least 30 days to process the registration payment.

## Airfare – Direct Payment:

Airfare can be paid in advance by contacting the UCLA Travel Center at: [310] 206-2639 or [800] 235-UCLA [8252]. Be prepared to submit the itinerary of your trip, the name and email address of the Administrative person that will be handling your travel, the approving Professor, as well as the business justification.

## Where To Pick Up Travel Reimbursement Forms:

The Travel Reimbursement Forms are posted on the exterior wall of 3531K Boelter Hall and 4532N Boelter Hall.