

Name ..... UCLA ID # ..... Employed by UCLA yes / no

Email ..... Destination .....

Justification / Business Purpose of Travel .....

**Domestic Travel:** Date & time of departure ..... Date & time of domestic return: .....

**Foreign Travel:** Date & time of arrival at destination ..... Date & time of foreign departure: .....

DATE on receipt	MEALS daily max. of \$64  NO DOMESTIC PER DIEM	LODGING	TRANSPORTATION add info below for airfare & private car				OTHER	
			From - To	Private Car Miles (needs proof of distance)	Airfare	Train, Shuttle, Parking, Tolls, Taxi, etc.	registration, visa, internet, etc. (be specific)	Cost of "Other"
Sub-Totals			Sub-Totals				Sub-Total	

**\*\* ORIGINAL ITEMIZED RECEIPTS ARE REQUIRED FOR ALL ITEMS \*\***

TOTAL COST ESTIMATE: \_\_\_\_\_

Private Car Info - liability insurance in effect yes / no  
license plate #

Airfare pre-paid via UCLA Travel Center yes / no  
if yes, provide copy of e-ticket or reservation code:

I certify this is an accurate estimate of my expenses for this reimbursement.

**THE FOLLOWING ITEMS CAN NOT BE REIMBURSED:**

Rental car insurance and/or navigation system  
Fuel for personal car miles  
On-Line Combination packages of air, hotel, rental car, etc

Traveler Signature \_\_\_\_\_

Professor name \_\_\_\_\_

Professor approval \_\_\_\_\_

UCLA Account (FAU) \_\_\_\_\_

For more information on travel policies go to  
<http://www.ucop.edu/ucophome/policies/bfb/g28.html>

## ENTERTAINMENT - MEALS

For a meals purchased for meetings and events, please fill out this form:

- Only itemized receipt are acceptable. (List of items purchased. i.e pizza, hamburger, soda)
- All receipts should 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.

State the Business Justification:
State the Name of the Lab or Conference Room:
State the Name of the Project:

Name:	Title [i.e. student, PhD, Researcher]	Affiliation [i.e. Microsoft, UCLA]
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____