CLEAR FORM

Travel Reimbursement Form - SAMPLE - DOMESTIC

UCLA COMPUTER SCIENCE DEPARTMENT

Dept Code	TR NUMBER
0145	[BRC ONLY]

TRAVELER'S NAME	UCLA ID #	EMPLOYED BY UCLA? YES OR NO	Date(s) of Travel
Joseph Bruin	123456789	Yes	July 10 - 14, 2018

Meeting/Conference (full name):	Event Dates:	Event Location: (City/State)
AI Artificial Intelligence Conference	July 11 - 14, 2018	Seattle WA

FOR NON EMPLOYEE: PROVIDE STREET ADDRESS - INCLUDE APT # OR SUITE #	CITY, STATE, POSTAL CODE	UCLA EMAIL ADDRESS	Date prepared
12345 Main Street Apt 2	Los Angeles, CA 90011	jb@cs.ucla.edu	July 8, 2018

LOC	ACCOUNT	FUND	Project	SUB	Source	% split

BUSINESS JUSTIFICATION
PURPOSE OF TRIP

Traveled to Seattle, WA to attend and make a presentation at the AI Artificial Intelligence Conference

PERSONAL CAR BUSINESS MILEAGE - Enter total miles in detail below.*

Depart City:	Tacoma	Arrival City:	Seattle
Depart DATE/TIME	July 11	Arrival DATE/TIME	July 11
Depart City :		Arrival City:	
Depart DATE/TIME		Arrival DATE/TIME	

Travel Destination(s)

Seattle, WA

EXPENDITURES & REIMBURSEMENTS

ALL OF THE TRAVEL REGULATIONS: Can be found on the UCLA Travel Regulations Document at:
https://policy.ucop.edu/doc/3420365/BFB-G-28

	Enter Expenditures in appropriate column			Auto Fill		Receipt	
Travel Expense Detail	**Direct Billed/ Prepaid**	**T&E CARD**	**PERSONAL FUNDS**	**TRIP TOTAL**	**REIMBURSABLE TO TRAVELER**	**Check if Attached**	**Expense Exceptions or Detail**
CONFERENCE REGISTRATION			500.00	500.00	500.00	✔	
AIRFARE			350.15	350.15	350.15	✔	
AIRFARE Other Fees - e.g. baggage fees, change fees			25.00	25.00	25.00	✔	Includes Baggage Fee + A Change Fee
LODGING: DOMESTIC TRAVEL | MAXIMUM ROOM RATE PER NIGHT IS: $333.00. MUST BE MORE THAN A 40 MILE RADIUS [THERE IS NO DOMESTIC PER DIEM]			515.12	515.12	515.12	✔	Includes parking + meal
MISC: POSTER / WIFI / ETC.			150.00	150.00	150.00	✔	Purchased a Poster during the Conference
OTHER EXPENSES: FOREIGN TRANSACTION / VISA			0.00	0.00	0.00	☐	[APPLIES TO INTERNATIONAL TRIPS ONLY]
MEALS / INCIDENTALS - DOMESTIC DAILY MAX IS: $79.00. LIST MEALS ON PAGE 2 - BALANCE WILL CARRY FORWARD>>>	0.00	0.00	151.00	151.00	151.00	✔	Meal receipts on page 2 [NO DOMESTIC PER DIEM]
BUSINESS MEALS FOR RESEARCH MEETINGS			100.00	100.00	100.00	✔	Had a lab meeting in Seattle
MILEAGE: (Rate X Miles) .70 — 25.0 Enter Total Miles			13.63	13.63	13.63	☐	Insert Here: Normal commute miles or costs =
TRANSPORTATION [TAXI, UBER, LYFT, BUS, TRAIN] - LIST ON PAGE TWO AND BALANCE WILL CARRY FORWARD HERE>>>>>>		0.00	182.00	182.00	182.00	✔	Transportation receipts listed on page 2
PARKING (that is not included on hotel bill)			25.00	25.00	25.00	✔	Parking at Conference location
RENTAL CAR [GPS, INSURANCE NOT REIMBURSABLE			125.00	125.00	125.00	✔	
GAS, TOLLS			121.00	121.00	121.00	✔	Paid for Gas and Tolls
Estimated Totals	0.00	0.00	2257.90	2257.90	2257.90		**NOTE: This is an estimate of reimbursement. Actual reimbursement will be determined by UC policy.**

THE FOLLOWING ITEMS CANNOT BE REIMBURSED:
TRAVEL PACKAGES OF AIR / HOTEL / RENTAL CAR
RENTAL CAR: GPS SYSTEM OR INSURANCE
FUEL FOR PERSONAL CAR: ASK FOR MILEAGE INSTEAD

[FOR DOMESTIC TRAVEL OR FOREIGN NON PER DIEM EXPENSES: Expenditures of $75 or above require original itemized receipts.

Personal Travel part of this trip? (•) Yes ( ) No

List dates of personal travel (airfare comparison for business portion of travel required)

Airfare includes stop in home state for a few days. airfare comparison flight itinerary included with paperwork submitted.

ADDITIONAL COMMENTS:

Do not want to be reimbursed for movie charge that is on the hotel receipt.

Approving Authority Statement: *I approve this commitment of department funds for the stated University purpose. I certify that it is an appropriate use for the fund source and that the transaction complies with University policy.*

TRAVELER'S SIGNATURE - PROFESSOR'S SIGNATURE PROFESSORS'S NAME ACCOUNT NUMBER TO CHARGE: Misc.

EMP-T&E2015a

* * *

Travel Meals & Incidentals Details (G-28)

LIST MEALS & INCIDENTALS DURING TRAVEL HERE. SUBMISSION OF RECEIPTS REQUIRED

Notes	Date	T&E Card	Personal Funds
Lunch, Dinner	7/11/18	$	$ 59.00
Breakfast, Lunch, Dinner	7/12/18	$	$ 62.00
Lunch, Snack	7/14/18	$	$ 30.00
		$	$
		$	$
		$	$
		$	$
		$	$
Carry over to Page 1	**Estimated Total M&I**	0.00	151.00

Date	Mode of Ground Transportation	From	To	T&E Card	Personal Funds
7/11/18	Taxi	Home	Airport	$	$ 50.00
7/11/18	Shuttle	Airport	Hotel	$	$ 57.00
7/12/18	Bus/Train	Hotel	Conference	$	$ 27.00
7/13/18	Other	Conference	Hotel	$	$ 30.00
7/14/18	Other	Airport	Home	$	$ 18.00
	CHOOSE ONE			$	$
	CHOOSE ONE			$	$
	Carry over to Page 1		**Estimated Total Ground Transp**	0.00	182.00

Business Entertainment Reimbursement Details (BUS-79)

FOR: MEALS THAT WAS PURCHASED FOR MEETINGS - NEED ATTENDEES, TITLE, AFFILIATION, JUSTIFICATION: WHAT WAS DISCUSSED

BUSINESS PURPOSE / JUSTIFICATION: Met to discuss topics of the AI Conference Number of Participants: 4

TYPE OF EXPENSE / BUSINESS MEAL: *

MAXIMUM AMOUNTS ALLOWED PER PERSON: **BREAKFAST: $34 - LUNCH: $59 - DINNER: $103- LIGHT REFRESHMENTS: $24**

ATTENDEES: (Please attach list if needed)

Name	Title	Affiliation
Joe Digman	Professor	UCLA
John Blue	PhD Student	UCLA
Jane Smith	PhD Student	UCLA
Cliff Rock	PhD Student	UCLA

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Business Entertainment Desciption	Date	T&E Card	Personal Funds
On Conference Site Lab Meeting	7/11/18	$	$ 100.00
		$	$
		$	$
Transfer these totals to Page 1	**Estimated Total Entertainment**	0.00	100.00

Comments/Notes: Met with lab members to prepare and discuss AI presentation.