

# Travel Reimbursement Instructions

UCLA's general requirement is that the deadline to submit a Travel Reimbursement Request in the Travel Reimbursement System is **within 45 DAYS** after the completion of travel, but the Computer Science Department recommends that all Travel Reimbursement Requests be provided to an Administrator **at least 30 DAYS** after the completion of travel because of the probable delay caused by the potential backlog of earlier submissions. The **BEST ADVICE** is to turn in all Travel Reimbursement Requests immediately after the conclusion of the trip.

Travel reimbursements are due after the completion of the trip, and a Travel Reimbursement Request Form must be completed.

- **IMPORTANT:** Have the Professor sign and add the account number that the expenses need to be charged to on the Travel Reimbursement Request Form. If the Professor is not readily available, then have the Professor email you his or her approval that includes the account number that the expenses are to be charged to. Submit the print out of the email along with the receipts and Travel Reimbursement Form.
- 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.
- 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.
- **ONLY THE TRAVELER** will be reimbursed. You **CANNOT** pay for another traveler's expenses.
- **TRAVEL INSURANCE: DO NOT** purchase travel insurance or insurance to obtain a Visa. UCLA automatically provides insurance for UCLA Business trips. To view UCLA's travel insurance program or to obtain a Certificate of Insurance to acquire a Visa or demonstrate coverage for COVID-19, scroll down to "Insurance Certificate" for the instructions at the following link: <https://www.ucop.edu/risk-services-travel/index.html>

## Domestic Travel:

- UCLA **DOES NOT** honor DOMESTIC Per Diem.
- **AIRFARE:** "Economy only" is allowed. **ALL** airfare is required to start in the Los Angeles area. If the travel starts in a location other than Los Angeles for a legitimate or a personal reason, when purchasing the airfare, please also create a comparison round-trip flight "scenario" that starts in Los Angeles by using the airline site to verify that the Los Angeles round-trip flight scenario is comparable to the actual amount that is spent. When the airfare reimbursement paperwork is submitted, please include a print out of the comparison round-trip flight scenario.
- **MEALS AND INCIDENTALS:** will be reimbursed **based on the actual amount that is spent** [with itemized receipts] up to a **daily MAXIMUM of \$79.00**. Reimbursement for meals of a trip that is **LESS THAN 24 hours** in duration **IS NOT REIMBURSABLE**, unless the travel involves an overnight stay. **PLEASE NOTE:** since Hawaii and Alaska are not located in the continental United States, these two states have their own Per Diem rates, which will be applied during the travel reimbursement process.

- **LODGING:** lodging IS NOT reimbursable if the lodging site is within a 40-mile radius of the traveler's residence, school or office. The **MAXIMUM** room rate per night is: \$275.00 [excludes the taxes]. **PLEASE NOTE:** since Hawaii and Alaska are not located in the continental United States, these two states have their own Per Diem rates, which will be applied during the travel reimbursement process.
- **RENTAL CAR:** "Economy only" is allowed, and the 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 **.67 cents** per mile to cover gasoline and maintenance for **2024**.

#### Foreign Travel:

- **AIRFARE:** "Economy only" is allowed. **ALL** airfare is required to start in the Los Angeles area. If the travel starts in a location other than Los Angeles for a legitimate or a personal reason, when purchasing the airfare, please also create a comparison round-trip flight "scenario" that starts in Los Angeles by using the airline site that shows that the actual airfare is comparable to the actual amount that will be spent. When the reimbursement paperwork is submitted, please include a print out of the comparison round-trip flight scenario.
- **INTERNATIONAL AIRFARE:** "Economy only" is allowed. You are required to book a flight on a U.S. Flag carrier, especially if the airfare is being paid from a grant [National Science Foundation, DARPA] There are no exceptions. If there are no U.S. Flag carriers that will fly into a certain country, then a non-U.S. carrier can be used, but the airfare is required to be charged to unrestricted funding. There are no exceptions.
- Submission of receipts is preferred for reference, and Per Diem for foreign travel will be claimed for lodging and meals/incidentals according to values posted by the U.S. State Department.
- Per diem rates can be found at:  
[https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

#### Airfare-Direct Payment:

- Please contact the Administrative Assistant who will be processing your direct payment of airfare **FIRST** to determine if your profile is available or needs to be updated in the travel reimbursement system. **AFTER THAT:** Airfare can be paid in advance by contacting the UCLA Travel Center at: [310] 206-2639 or [800] 235-UCLA [8252] Please Press: "2" for **NEW** reservations Flights and "3" for existing reservations. Office Hours are: Monday – Friday – 8 am – 5 pm. Saturday & Sunday Closed. You need to tell the Travel Agent that your airfare will be paid by the CS department and that your delegate wants you to make an airfare reservation **FIRST**, and then your delegate will provide the Concur Request ID #. [**FOR INTERNATIONAL AIRFARE ONLY**] The Travel Agent will need to know if the airfare will be charged to an "unrestricted" account or a "governmental grant" [find out from your advisor before you call the Travel Agent.] Give the Travel Agent your travel scenario + the name and email address of the Administrative Assistant who will be processing the Concur Request ID #. Your name on the airfare should match your name on your passport. In order to process the Concur Request ID #, the Administrative Assistant needs to know who the approving Professor is, as well as the business justification [name of conference, meeting].
- **PLEASE NOTE:** Since the payment of the airfare usually has a 3 pm deadline each day, it is recommended that you call the travel agent **IN THE MORNING**, which will give the

Administrative Assistant enough time to process the payment, otherwise the reservation will be cancelled and the reservation process will have to start all over again.

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

#### **Business Meal Expenses:**

- Itemized receipt listing all items purchased and amounts must be included [hamburger, pizza].
- 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 for Business Meals are:

Breakfast	\$31
Lunch	\$54
Dinner	\$94
Light Refreshments	\$22

#### **Where To Get Travel Reimbursement Forms:**

You can find all of the reimbursement forms at the CS website link: <https://www.cs.ucla.edu/>

At the top of the portal: Click on About, Resources, Department Forms and scroll down to Travel Form or Meal Reimbursement Form