

Travel Reimbursement Form

UCLA COMPUTER SCIENCE DEPARTMENT			Dept Code	TR NUMBER
				[BRC ONLY]
TRAVELER'S NAME		UCLA ID #	EMPLOYED BY UCLA? YES OR NO	Date(s) of Travel
Meeting/Conference (full name):		Event Dates:		Event Location: (City/State)
FOR NON EMPLOYEE: PROVIDE STREET ADDRESS - INCLUDE APT # OR SUITE #		CITY, STATE, POSTAL CODE	UCLA EMAIL ADDRESS	Date prepared

LOC	ACCOUNT	FUND	Project	SUB	Source	% split	BUSINESS JUSTIFICATION PURPOSE OF TRIP

PERSONAL CAR BUSINESS MILEAGE - Enter total miles in detail below.*	
Depart City:	Arrival City:
Depart DATE/TIME	Arrival DATE/TIME
Depart City :	Arrival City:
Depart DATE/TIME	Arrival DATE/TIME

EXPENDITURES & REIMBURSEMENTS	Travel Destination(s)
-------------------------------	-----------------------

ALL OF THE TRAVEL REGULATIONS: Can be found on the UCLA Travel Regulations Document at: https://policy.ucop.edu/doc/3420365/BFB-G-28						
Travel Expense Detail	Direct Billed/Prepaid	T&E CARD	PERSONAL FUNDS	TRIP TOTAL	REIMBURSABLE TO TRAVELER	Receipt Check if Attached
CONFERENCE REGISTRATION						
AIRFARE						
AIRFARE Other Fees - e.g. baggage fees, change fees						
LODGING: DOMESTIC TRAVEL MAXIMUM ROOM RATE PER NIGHT IS: \$275.00. MUST BE MORE THAN A 40 MILE RADIUS [THERE IS NO DOMESTIC PER DIEM]						
MISC: POSTER / WIFI / ETC.						
OTHER EXPENSES: FOREIGN TRANSACTION / VISA ETC.						
MEALS / INCIDENTALS - DOMESTIC DAILY MAX IS: \$79.00 . LIST MEALS ON PAGE 2 - BALANCE WILL CARRY FORWARD>>>						
BUSINESS MEALS FOR RESEARCH MEETINGS *****						
MILEAGE: *2023 (Rate X Miles) .65.5 Enter Total Miles						
TRANSPORTATION [TAXI, UBER, LYFT, BUS, TRAIN] - LIST ON PAGE 2 - BALANCE WILL CARRY FORWARD>>>>						
PARKING (that is not included on hotel bill)						
RENTAL CAR [GPS, INSURANCE NOT RIEMBURSABLE]						
GAS, TOLLS						
Estimated Totals						

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)	ADDITIONAL COMMENTS:
---	--	----------------------

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

