CLEAR FORM

Travel Reimbursement Form

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
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

Travel Destination(s)

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				0.00	0.00	☐	
AIRFARE				0.00	0.00	☐	
AIRFARE Other Fees - e.g. baggage fees, change fees				0.00	0.00	☐	
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]				0.00	0.00	☐	
MISC: POSTER / WIFI / ETC.				0.00	0.00	☐	
OTHER EXPENSES: FOREIGN TRANSACTION / VISA ETC.				0.00	0.00	☐	
MEALS / INCIDENTALS - DOMESTIC DAILY MAX IS: $62.00 . LIST MEALS ON PAGE 2 - BALANCE WILL CARRY FORWARD>>		0.00	0.00	0.00	0.00	☐	LIST MEALS RECEIPTS ON PAGE 2
BUSINESS MEALS FOR RESEARCH MEETINGS **********				0.00	0.00	☐	
MILEAGE: *2022 (Rate X Miles) .58.5 — Enter Total Miles			0.00	0.00	0.00	☐	Insert Here: Normal commute miles or costs =
TRANSPORTATION [TAXI, UBER, LYFT, BUS, TRAIN] - LIST ON PAGE 2 - BALANCE WILL CARRY FORWARD>>>>		0.00	0.00	0.00	0.00	☐	LIST TRANSPORTATION RECEIPTS ON PAGE 2
PARKING (that is not included on hotel bill)				0.00	0.00	☐	
RENTAL CAR [GPS, INSURANCE NOT RIEMBURSABLE]				0.00	0.00	☐	
GAS, TOLLS				0.00	0.00	☐	
Estimated Totals	0.00	0.00	0.00	0.00	0.00		**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 PROFESSORS'S NAME ACCOUNT NUMBER TO CHARGE: Misc.

* * *

Travel Meals & Incidentals Details (G-28)

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

Notes	Date	T&E Card	Personal Funds
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
Carry over to Page 1	**Estimated Total M&I**	0.00	0.00

Date	Mode of Ground Transportation	From	To	T&E Card	Personal Funds
	CHOOSE ONE			$	$
	CHOOSE ONE			$	$
	CHOOSE ONE			$	$
	CHOOSE ONE			$	$
	CHOOSE ONE			$	$
	CHOOSE ONE			$	$
	CHOOSE ONE			$	$
Carry over to Page 1			**Estimated Total Ground Transp**	0.00	0.00

Business Entertainment Reimbursement Details (BUS-79)

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

BUSINESS PURPOSE / JUSTIFICATION: Number of Participants:

TYPE OF EXPENSE / BUSINESS MEAL: *

MAXIMUM AMOUNTS ALLLOWED PER PERSON: BREAKFAST: $28 - LUNCH: $49 - DINNER: $81 - LIGHT REFRESHMENTS: $20

ATTENDEES: (Please attach list if needed)

Name	Title	Affiliation

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Business Entertainment Desciption	Date	T&E Card	Personal Funds
		$	$
		$	$
		$	$
Transfer these totals to Page 1	**Estimated Total Entertainment**	0.00	0.00

Comments/Notes: