

Name UCLA ID # Employed by UCLA yes / no

UCLA Email Destination

Justification / Business Purpose of Travel

Domestic Travel: Date & Time of Departure Date & Time of Domestic Return:

Foreign Travel: Date & Time of Arrival @ Destination Date & Time of Foreign Departure:

DATE on receipt	MEALS daily max. of \$62 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-Totals	

ORIGINAL RECEIPTS REQUIRED - SUBMIT WITHIN 30 DAYS

TOTAL COST ESTIMATE: _____

For Overseas Travel: Per Diem Is Preferred
 ASK: for Lodging and Meals Per Diem for Foreign Trips

Airfare Pre-paid Via UCLA TravelCenter 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.

Traveler Signature _____

Professor name _____

Professor approval _____

UCLA Account (FAU) _____

THE FOLLOWING ITEMS CANNOT BE REIMBURSED:

- Rental Car Insurance and/or GPS system
- Fuel for personal car / ASK: for Mileage instead
- Travel Packages of air, hotel, rental car, etc.

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