



Payable to:	Employee ID # (SSN if non-employee):	Submission Date:	
Campus Address:	Email Address:	Department/Division:	
Home Address:	City, State, Zip Code:	Travel Location:	Travel Dates:
Business Purpose of Expenditure (Other Comments):			

**Reimbursement Requests should be submitted within ten (10) days after purchase or completion of event/trip**

**Travel Expenses**

**Amount**

Registration Fees	_____	PTA #: _____
Airfare (Include PTA# if prepaid by UCLA)	_____	
Ground Transportation (taxi, etc.)	_____	
Mileage @ \$0.535 per mile	_____	Miles: _____
Lodging (minimum 40 mile radius)	_____	
Meals & Incidentals	_____	
Tolls & Parking	_____	

**Non-Travel Expenses**

Entertainment - Breakfast (\$27 per person limit)	_____	# of Guests: _____
Entertainment - Lunch (\$47 per person limit)	_____	# of Guests: _____
Entertainment - Dinner (\$81 per person limit)	_____	# of Guests: _____
Entertainment - Refreshments (\$19 per person limit)	_____	# of Guests: _____
Employee Awards & Gifts	_____	
Non-Employee Gifts (e.g., honorariums)	_____	
Volunteer/Research Subject (e.g., blood donation)	_____	
Memberships, Licenses, Journal Publication Fees, etc.	_____	
Books, Subscriptions, Other Misc. Expenses*	_____	

**TOTAL EXPENSES = \_\_\_\_\_**

\* THE PURCHASE OF GOODS USING PERSONAL FUNDS IS LIMITED TO \$1,000 PER TRANSACTION  
The use of personal funds is strongly discouraged. Office supplies, including computers, laptops, ipads, etc. should be processed via P.O. through the Purchasing Office (memberships, licenses, prof. credentials are exempt).

Explanation/Comments: \_\_\_\_\_

\*\* I certify that the above statement is true and that the expenses claimed were incurred by me on official University business on the dates shown.

Payee Signature _____	Date _____	Phone _____	Supervisor Signature _____	Date _____	Phone _____
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**DO NOT COMPLETE BELOW THIS LINE - FOR BUSINESS OFFICE USE ONLY**

Fund Manager _____	Approved Date _____	Approved Amount _____	Reimb. Coordinator _____	Processed Date _____	PAC # or TR # _____
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LINE	LOC	ACCOUNT	CC	FUND	PROJECT	SOURCE	SUB	OBJECT	AMOUNT
1									
2									
3									

## REIMBURSEMENT GUIDELINES

### Receipts

Receipts should be taped (not stapled) to on an 8 ½ by 11 sheet of paper. If the receipt does not indicate the amount paid and the method of payment (cash, check or credit card), a second document, such as a copy of the redacted credit card statement (account number blacked out) or copy of the canceled check is required.

### Registration Fees

Registration receipt is required that includes form of payment, name of registrant, conference name or description, amount, and date. Training, development, membership, etc. are not considered travel expenses and should be listed in "Other Miscellaneous Expenses" section of this form.

### Lodging

Itemized receipts are required from the hotel that includes room rate, room taxes, and any meal and incidental (M&IE) expenses. Reimbursement is based on the amount actually incurred. Please note that lodging is not generally reimbursable if the lodging site is within a 40-mile radius of the traveler's residence or office. Foreign lodging will be reimbursed at per diem rates.

### Airfare

The original ticket, e-ticket, or website receipt/confirmation is required for all airfare reimbursement. This should include the travel itinerary and proof of payment. University travelers should use coach or economy fare when available. The traveler is required to provide written justification if business or first-class fare is needed. When a traveler prefers to use a higher class than the one authorized for reimbursement, the traveler must pay the incremental costs of the airfare. Please include PTA # if airfare is prepaid by the University.

### Ground Transportation

Itemized receipts are required for all ground transportation (personal auto, rental car, bus, train, taxi, etc.). For personal auto, travelers should include the beginning and end "street" address with total miles traveled. A minimum of 300 miles a day must be driven by the most direct route in order for the traveler to claim M&IE and lodging reimbursement. The standard reimbursement rate takes into account all automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance, etc. These expenses are not allowed to be reimbursed when a private vehicle is used. For auto rental, travelers are expected to use the University's preferred rental car vendors and request the UCLA contract rate ([Car Rental Contract Rates](#)). Do not accept additional collision, accidental death or medical insurance when renting a car; this coverage is included free of charge in the UCLA contract rate and will not be reimbursed if purchased from the car rental company.

### Meals & Incidentals (M&IE)

Receipts are required for all expenses. Reimbursement is based on the actual amount incurred, up to a daily maximum of \$74. This daily cap is not to be treated as a per diem, and there is no exception to the cap. M&IE expenses will not be reimbursed unless the entire length of the trip is at least 24 hours or the travel includes an overnight stay verified by a lodging receipt. Foreign meals will be reimbursed at per diem rates.

### Meeting & Entertainment Expenses

Itemized receipts and a guest list that includes name, title and organization of all attendees are required for these expenses. If the expenditure exceeds the per-person maximum rates, the host must obtain an exception to the policy before the expenditure will be reimbursed. Please contact the Purchasing Office for guidance. The per-person limit includes the cost of food and beverages, labor, sales tax, service and delivery charges.

### Employee Awards & Gifts

All expenses must be supported by original receipts or acceptable electronic receipts. Our website has more information about per-person limits and tax treatment for gifts and awards.

### Non-Employee Gifts

The business purpose of the gift and name, title, and organization of the gift recipient must be included with the request. In addition, the gift should be accompanied by a transmittal letter on official University letterhead, which states that the gift was made on behalf of the University.

### Other Business Expenses

The purchase of goods and/or services with an employee's personal funds and request for subsequent reimbursement is strongly discouraged. However, there are instances when this method of purchase is necessary and accepted. Please note that personal reimbursement is limited to \$1,000 per transaction, and any purchase above this amount should be made through the Department Purchasing Office. It is strongly recommended that you contact the Purchasing Office prior to making a purchase with personal funds.