



Family Medicine Research Unit Monthly Meeting

April 2026

Department and Campus Announcements



SAVE the contact numbers on your mobile phone now for easy access when needed.

For RRUCLA, Center for Health Sciences, Geffen Hall, or Rehabilitation Center:

UCLA Health Security (310) 267-7100

All other campus locations: UC Police Department (310) 825-1491

If you are experiencing a life-threatening emergency, call 9-1-1 immediately.

DGSOM SECURITY & SAFETY TIPS

EMERGENCY NUMBERS

911 EMERGENCY **310-825-1491**
 Police | Fire | Medical UCPD (Non-911 Emergencies)



To Report a Problem or Suspicious Activity



**CALL UCLA HEALTH
SECURITY**

310-267-7100

Including but Not Limited to:

- Suspicious Behavior
- Suspicious Package
- Assault
- Disruptive Behavior
- Illegal Activity
- Theft
- Vandalism
- Trespassing
- Loitering
- Hazards

Upcoming Holidays



**No university
holidays in April.**

Next holiday:
Memorial Day
May 25

April Grand Rounds

Friday, April 24, 2026

12:00pm-1:00pm

Dr. Shira Shavit

From Mass Incarceration to Community Health:
Clinical Care and Policy Innovations from the
Transitions Clinic Network



Research Faculty Meet the Residents

- **Wednesday, June 24, 2026**, from 8-11am
 - All Research Faculty are required to attend, or send proxy
 - Opportunity to meet the residents, introduce yourself and your research foci
 - Each faculty member will have approximately 10-15 mins; PowerPoint optional
 - Will be conducted via Zoom
 - Laura will send out a sign-up to reserve a time slot

Research Day 2026

- Abstracts/Case Reports are due **April 19, 2026**
- Event will be held at the California Endowment downtown on **Wednesday, May 27, 2026** from 11:30am – 4:00pm
- Visit website for more info:
<https://www.uclahealth.org/departments/family-medicine/research/research-day>



Updates for Department Newsletter



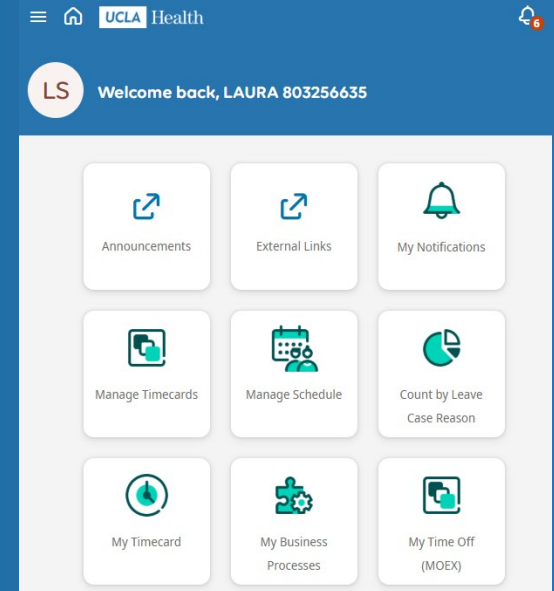
Please send any updates for the department newsletter to Tiffany De La Cruz and Denise Acelar. This includes:

- Recent publications
- Newly funded research projects
- Academic or research achievements/announcements
- Other news you would like to share with the department

Photos are welcome!

UKG

- For any questions or inquiries regarding pay stubs, please reach out to your manager and respective payroll team for further investigation.
- **Virtual Office Hours:** Will be offering office hours the week of April 13 - 17 to support monthly timecard approvals. Schedule will be available in April on the UKG website: <https://uclahs.fyi/ukg>
- **Monthly Timecards:** Please be aware monthly timecards *should not* have a schedule in place. This may cause issues in processing.
- **Rounding Rule:** Punch times have a **7-minute grace period** and time is rounded to the nearest 15-minute increment. If staff are 8 minutes early or late then the *pay is impacted*. There is no grace period for the purposes of attendance policies or work rules.
- **Accruals/Balances:** Education, Blood, and Comp Holiday balances have moved to UKG. PTO and Sick balances should be current. UCPath remains the official source for PTO and Sick.



Evaluations

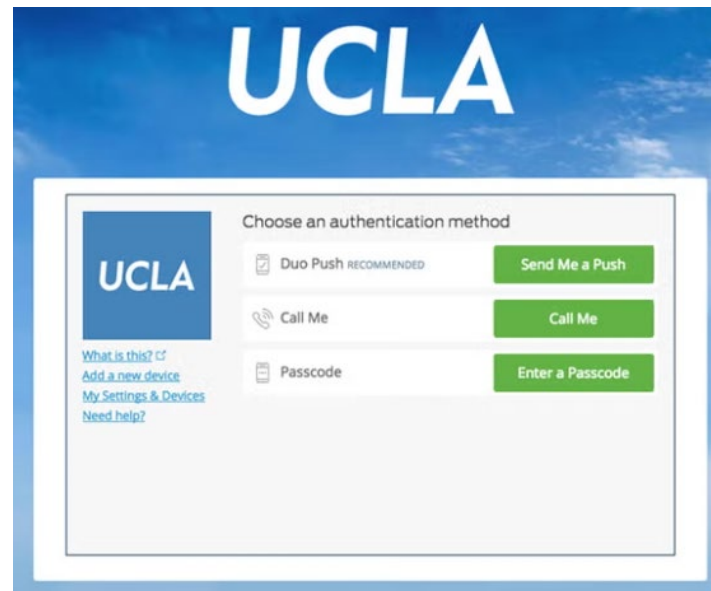


Managers/supervisors must complete their evaluations by April 26

DGIT Updates

Multi-Factor Authentication (MFA)

- UCLA is improving security around how you sign in to campus systems to reduce the risk of unauthorized access and better protect personal data.
- **Obsolete and less secure multi-factor authentication (MFA) methods**, including SMS/text message passcodes and phone call-based authentication, **will no longer be supported as of April 28.**
- Users currently leveraging phone call or SMS/text message passcodes, or an outdated version of the Duo Mobile application, will need to transition to a supported method to maintain access to UCLA systems.
- Support and step-by-step guidance are available through the [Chief Information Security Officer website](#) and the [IT Support Center](#).



C&G Updates

Updated OHRPP Guidance re: Translated Consent Documents

Research Involving Non-English Speaking Research Subjects

TRANSLATED CONSENT DOCUMENTS

For initial review, researchers should discuss whether or not they anticipate enrolling any subjects who are not fluent in English and if so, how those participants will be accommodated. Investigators should discuss whether any of the consent documents will be translated. If so, all recruiting and consent documents should first be submitted in English. This is because the IRB members may ask for revisions in the documents. Once the English versions are approved, the investigator is responsible for having the consent materials translated.

Preparing Translated Consent Materials:

- The PI of the study is responsible for ensuring the accuracy of the translated materials.
- The English version of the consent form should follow the UCLA templates.
- The language level of the documents should be at the 8th grade reading level or lower.
- The translations should be valid. There are various methods of validating translations:
 - A professional translation service may be used. See links below in references.
 - A "certified translation" includes a notarized statement by the translator that he/she understands English and the target language and may list the translator's credentials. This notice is not required for IRB review and should not be submitted but maintained in the regulatory binder.
 - A qualified or professional translator may translate the document.

IMPORTANT NOTE: "Back translations" are not required or recommended as they do not necessarily reflect a valid original translation.

Costs of Translating Written Consent Materials:

The cost of translating written consents is the investigator's responsibility. These costs may be high, particularly for large studies where multiple languages are needed and/or studies with relatively complex consent information that may require additional time by a skilled professional. Investigators should include the costs of written translations as well as qualified interpreter services on grants and contracts. Industry sponsors are often willing to pay for the costs of translating consent forms.

Recently Submitted Proposals

PI	Title	Sponsor	Prime Sponsor	Program Type	Project Begin Date	Project End Date
Li, Michael Jonathan	Psilocybin-assisted therapy for methamphetamine use disorder	University of Wisconsin	NIH_NIDA	Clinical Research	12/01/2026	11/30/2031
Moreno, Gerardo	HCLA Access & Availability Improvement Grant	Health Care LA, IPA	-	Other Services	01/01/2026	12/31/2026
Li, Michael Jonathan	A Multisite Trial Integrating Health Vending Machines and Smartphone Contingency Management to Improve Naloxone Cascade Adherence and Prevent Overdose Deaths	University of Southern California	NIH-NIDA	Clinical Research	12/01/2026	11/30/2031
Johnson, Micah	The HEALTHy Brain and Child Development Study's Scientific Training in Addiction Research Techniques Program (HBCD-START)	UNIVERSITY OF VERMONT	NIH-NIDA	Research Training	7/15/2025	7/14/2026
Li, Michael Jonathan	Guiding Precision Medicine Approaches to HIV Prevention with People who Use Methamphetamine	Florida International University	NIH-NIDA	Clinical Research	120/01/2026	11/30/2031
Shoptaw, Steven J	NIDA Clinical Trials Network: Big South/West Node	University of Texas-Southwestern Medical Center at Dallas	NIH-NIDA	Clinical Research	12/1/2025	2/28/2026
Li, Michael Jonathan	Rocky Link: Integrating Health Vending Machines and Smartphone Technology for HIV Prevention and Care on the Rocky Boy Reservation	COLORADO STATE UNIVERSITY	NIH	Clinical Research	7/1/2026	6/30/2029

Recently Processed Awards

PI	Award Title	Sponsor	Prime Sponsor	Program Type	Action Type	Project Period Begin Date	Project Period End Date
Tarn, Derjung Mimi	Nasal Steroids, Nasal Irrigation, Oral Antibiotics and Subgroup Targeting for Effective Management of Sinusitis (NOSES)	GEORGETOWN UNIVERSITY	PCORI	CT Govt/ Non-Profit	No Cost Extension	04/01/2023	12/09/2026
Tarn, Derjung Mimi	Los Angeles Maternal Mental Health Access (LAMMHA) – Phase 2	University of Washington	California Healthcare Foundation	Other Org Research	Continuation	02/01/2023	01/31/2027
Gelberg, Lillian	Cannabis Use for Medicinal Purposes Among Clinical Populations in California: Population Estimates of Prevalence, Frequency, Quantity and Reasons for Use	CA-Dept of Cannabis Control	-	Basic Org Research	Modification/Amendment	06/15/2023	06/14/2026
Li, Michael J.	Midwest Integration of the National HIV Curriculum (MINHC) Grant	University of Illinois	DHHS-HRSA Health Resources & SVC Admin	Training	Continuation	03/01/2023	08/31/2026
Shoptaw, Steven J	NIDA Clinical Trials Network: Big South/West Node	University of Texas-Southwestern Medical Center at Dallas	NIH-NIDA	Clinical Research	Modification/Amendment	03/01/2025	02/29/2032
Johnson, Micah	Examining the Stress Process of Recovery and Engagement in Substances and Service Outcomes (ESPRESSO)	NIH-NIDA National Institute on Drug Abuse	-	Training	No Cost Extension	06/05/2025	02/28/2027
Moreno, Gerardo	HCLA Access & Availability Improvement Grant	Health Care LA, IPA	-	Other Service	New	01/01/2026	12/31/2026

The Funding Picture

-20%

Proposed FY2027 Cut

What's at stake

Current FY2026 budget:
\$48.7B (up \$415M from prior year)

FY2026 proposed (rejected):
\$29.3B — a 40% cut blocked by Congress

FY2027 expected ask:
~\$39B — a 20% reduction from current levels

Bipartisan Pushback

Congressional Action

- › Senate Appropriations Committee rejected FY2026 40% cut on a 26–3 bipartisan vote
- › Congress instead approved a \$415M increase for FY2026, bringing NIH to \$48.7B
- › Sen. Susan Collins (R-ME): pushback to proposed FY2027 cuts was swift and clear
- › FY2027 budget proposals still face stiff legislative resistance from both parties

Public Opinion (March 2026 Poll)

90%+

Say U.S. should lead in medical research & fund it

62%

Say the government doesn't spend enough on NIH

Republican Voter Shift

Support for NIH cuts among GOP voters flipped from 47% (2025) to 35% (2026), while opposition rose from 36% to 45% — a 21-point swing.

Leadership Vacuum at NIH

16

of 27 institutes
lacking permanent director
(as of Feb 2026)

Mar 31, 2025

4 institute directors placed on paid administrative leave on eve of new NIH director's first day

Oct 2025

Directors formally fired after months in limbo; NIH neuroscience & environmental health institute chiefs also removed

Dec 2025

Neuroscience institute director (NINDS) denied reappointment despite NIH director's recommendation

Feb 2026

NIAMS director not renewed — 16 of 27 institutes now operating without permanent leadership

NIH Grants Policy Statement — What's New (March 2026)

NEW

Termination-for-Priorities Clause

New §8.8 lets NIH terminate any award that no longer aligns with program goals or agency priorities — formally codifying the grant cancellations seen since 2025.

REMOVED

DEI Language Stripped Throughout

All DEI plans, gender policies, and minority inclusion language removed from every section. Inclusion section renamed and rewritten to align with the NIH Director's Unified Strategy.

NEW

Fetal Tissue Research Banned

NIH funds will no longer be permitted for research using human fetal tissue from elective abortions.

NEW

Payment Justification Required

New §6.1 implements EO 14222: grantees must justify fund requests and pass additional NIH review before payments are approved — a new administrative burden.

NEW

Foreign Subawards Eliminated

NIH no longer recognizes foreign subawards. International collaboration must now use a new Collaborative International Research model.

NEW

Research Security Requirements

New sections under CHIPS Act & NSPM-33: mandatory security training, prohibition on Malign Foreign Talent Recruitment Programs, SBIR/STTR foreign risk assessments.

NEW

AI Use Policy Added

New section defines appropriate use of AI in grant applications. Also new: per-PI application submission limits per calendar year.

UPDATED

Other Notable Changes

\$500K prior-approval threshold removed. Childcare costs now allowable for NRSA trainees. Manuscripts must be publicly available upon publication (no embargo).

Upcoming Funding Opportunities

Elevance Health Foundation

Maternal and Infant Health Grants

Due Date: July 31, 2026

The Eisner Foundation

Intergenerational Programs

Due Date: August 19, 2026

Health Resources and Services Administration

HRSA-26-036

Rural Communities Opioid Response Program

Due Date: April 27, 2026

HRSA-26-076

The Telehealth Nutrition Services Network Grant Program

Due Date: June 1, 2026

HRSA-26-047

Rural Residency Planning and Development Program

Due Date: May 29, 2026

NIH

PAR-24-273

Advancing Healthcare for Older Adults from Populations that Experience Health Disparities (R01)

Next Due Dates: Jun. 5 or Oct. 5

PAR-25-446

Development of Interventions to Prevent and Treat Substance Use Disorders and Overdose (UG3/UH3)

Next Due Date: April 20, 2026

National Center for Injury Prevention and Control/CDC

Comprehensive Addiction and Recovery Act (CARA)

CDC-RFA-CE-26-0110

Due Date: April 28, 2026

Josiah Macy Jr. Foundation: Macy Faculty Scholars Program

Scholars receive \$25K per year for 2 years to subsidize the cost of professional development activities and related project expenses

Due Date: **7/30/2026**

Financial Updates

Travel Reminders

(original content from Dept of Pediatrics, somewhat revised)

Executive Summary

- **Airfare:** *must provide complete flight itinerary, [see airfare slides](#)*
 - Economy/Coach class - lowest fare - contact Purchasing Team to coordinate your airfare - any seat upgrades will not be reimbursed
 - International flight – contact Purchasing Team to coordinate your airfare through Concur
 - [Refrain from using 3rd Party Travel sites](#) (ie: Booking.com, Priceline, etc.), they do not provide itemized details required by Travel Acct
 - Flight credits, cash, points are not reimbursable.
- **Car Rental:** *must provide itemized receipts*
 - Up to an intermediate-size (standard) vehicles reimbursed at UCLA discounted rates, [see car rental slide](#)
- **Lodging:** *must provide itemized receipts / hotel folio*
 - Conference Hotel: eligible for full reimbursement if a **standard conference room is booked at the documented conference rate**
 - CONUS: Up to \$333/night if it's not the conference hotel
 - OCONUS: Hawaii/Alaska/Foreign Travel - The nightly rate depends on the location. IE. Honolulu avg \$177/night, [see OCONUS slide](#)
 - If the hotel conference is fully booked, the next closest lodging can be reimbursed at the conference rate
 - Must provide documentation that the hotel conference is completely booked
 - Lodging will not be reimbursed if the lodging site/hotel is **within a 40-mile radius of the traveler's residence or office**
 - Refrain from using 3rd Party Travel sites (ie: Booking.com, Priceline, etc.), they do not provide itemized details required by Travel Acct
- **Meal Reimbursement:** *must provide itemized receipts*
 - CONUS: Up to **\$92/day** for the individual traveler only; not a per diem
 - OCONUS: Depends on the location (Hawaii/Alaska/Foreign Travel) [see OCONUS slide](#)
 - Meals for single-day travel (<24 hours) will not be reimbursed unless the travel includes an **approved** overnight stay
 - Meals reflected on a hotel folio require an itemized receipt
 - As outlined in [UC Policy G-28](#) : Each employee must seek reimbursement for their own portion of the meal. You **CANNOT** pay for another traveler's expenses as they are considered 3rd Party. **Only the traveler will be reimbursed.**
- **Ground Transportation:** *must provide itemized receipts [see ground transportation slides](#)*
 - Mileage and ground transportation will be reimbursed for all business-related travel, regardless of trip duration (under or over 24 hours) or distance (within or beyond a 40-mile radius).
 - Mileage is only reimbursed using your personal vehicle (**72.5 cents per mile – Beginning 01/01/2026**)
 - Uber for UC – Partnership with UC provides a UC profile (Priority Pick-Up & Business Comfort available), [see Uber for UC slide](#)
 - Uber/Lyft upgrades are not reimbursable. (e.g., Uber XL, Uber Black, Uber Comfort, Lyft Black, Lyft XL, Lyft Extra Comfort, Lyft Lux, etc.)
 - Uber/Lyft/etc. credits, cash, points are not reimbursable.
 - Fuel reimbursement is only for university-owned vehicle or rental car, original itemized receipt required
 - Personal vehicles require the minimum liability coverage prescribed by [UC Policy G-28](#)

Executive Summary

- **Others:**

- As outlined in [UC Policy G-28](#): Each employee must seek reimbursement for their own travel expenses. You **CANNOT** pay for another traveler's expenses as they are considered 3rd party. **Only the traveler will be reimbursed**
- We will need **all** of your original **itemized** receipts including proof of payment. These are **REQUIRED** for reimbursement. *See documentation slide*
- Tipping cannot exceed 20%
- Alcohol reimbursement cannot exceed 50% of the total cost of food itemized on the same receipt.
 - e.g. \$15 alcohol + \$10 food = max \$5 alcohol + \$10 food
 - Limited according to funding source.
- A maximum of one alcoholic beverage per person will be reimbursed.
- Reward points/Travel Credit are not reimbursable.

- **IRS Compliance:**

You have **14 days** after the trip or hosted business meal to submit your reimbursement. Anything longer requires a detailed justification for the delay.

- Failure to submit reimbursements to the Travel Accounting within the reporting period could result in becoming income reportable.
- IRS Document Legibility Standards: The IRS requires all Concur/Express records and receipts to be legible.

Note: All reimbursements are subject to Travel Accounting's approval

University Business Travel Days

University Business Travel Days includes the day before the conference, conference **attendance days, and the day after the conference.**

Examples below:

1. If the business conference was Mon-Wed and you attended the full conference, then:
 - a. Business Conference: Mon- Wed
 - b. Attended** Business Conference Mon-Wed
 - c. University Business Travel Days = Sun-Thurs

2. If the business conference was Mon-Wed but you only attended for Monday and Tuesday, then:
 - a) Business Conference: Mon- Wed
 - b) Attended** Business Conference Mon-Tues
 - c) University Business Travel Days = Sun-Wed

Airfare - Economy Class & Flight Upgrades

Employees must fly regular economy class. However, exceptions may be made under the following circumstances:

- **Limited Service Availability:** An upgraded seat is the only class of service available between two travel points.
- **Cost or Time Efficiency:** Flying economy would result in higher costs or significant delays. This includes situations where coach travel would require unnecessary hotel stays, indirect routing, or excessively long layovers due to scheduling constraints.
- **Overnight Travel Impact:** The itinerary includes overnight travel without sufficient opportunity for rest before the start of the workday. Documentation must be provided to support the early meeting time and confirm that alternative scheduling options are not feasible.
- **Medical or Accessibility Needs:** An upgraded seat is necessary to reasonably accommodate a traveler's disability or medical condition.

If a travel exception is required, approval must be obtained from Travel Accounting prior to booking your airfare.

Airfare - Approved Class Seats

Airlines	Seating Class
Alaska Airlines	Main
American Airlines	Main Cabin
Delta	Main
Hawaiian	Main Cabin
Jet Blue	Blue
Southwest	Basic
United Airlines	Economy
Virgin Atlantic	Economy Classic

*Please let us know if there are other airlines you would like to be added to this list.

Any seat upgrades are **NOT reimbursable (including Premium Economy). Airfare reimbursement will require a screenshot of the base expense prior to the upgrade.

Airfare – Flight Itinerary

For flight expense reimbursement, please ensure a complete flight itinerary is provided.

Flight itinerary should reflect the following:

1. Business travelers name
2. Travel dates
3. Travel destinations
4. Flight class
5. Payment method

Airfare – Personal Travel With Standard Return City

Flight Reimbursements: Personal Days With Standard Return City (LAX)

Applies when personal days are added **after the business conference**, but the return flight is from the same business destination and **returns to LAX**.

- Reimbursement is capped at the cost of the standard business return flight (returning the day after the conference).
- If the traveler returns later due to personal days, reimbursement will not exceed this amount.
- If the later return flight costs less, reimbursement is limited to the lower fare.

Example below:

- Business Conference: Monday–Wednesday
- Standard Return (Business): Thursday – Return to LAX (\$400)
- Personal Return: Sunday – Return to LAX (\$500)
- Reimbursement Amount: \$400
- The traveler is responsible for the remaining \$100.

****REQUIRED**

Screenshot of the standard business return flight at time of booking.

****Additional Requirements**

All personal days must be identified on the reimbursement request.

Personal expenses incurred during personal travel days are **not** reimbursable.

Airfare – Personal Travel With **Alternate** Return City

Flight Reimbursements: Personal Days With Alternate Return City

- Applies when personal days are added **after the business conference** **and** the return flight is from a **different city** than the original business destination.
- Reimbursement is capped at the cost of the standard business return flight to LAX (returning the day after the conference).
- If the alternate return flight costs more, the traveler pays the difference.
- If the alternate return flight costs less, reimbursement is limited to the lower fare.

Example below:

- Business Conference: Monday – Wednesday
- Outbound: Monday – LAX to NYC
- Standard Return (Business): Thursday – NYC to LAX (\$700)
- Personal Return: Friday – NYC to SFO (\$800)
- Reimbursement Amount: \$700
- The traveler is responsible for the remaining \$100.

****REQUIRED:**

- Screenshot of the standard business return flight (NYC → LAX).
- If not provided, the Business Office will determine the comparison fare and reimburse at the lower rate.

****Additional Requirements**

All personal days must be identified on the reimbursement request.

Personal expenses incurred during personal travel days are **not** reimbursable.

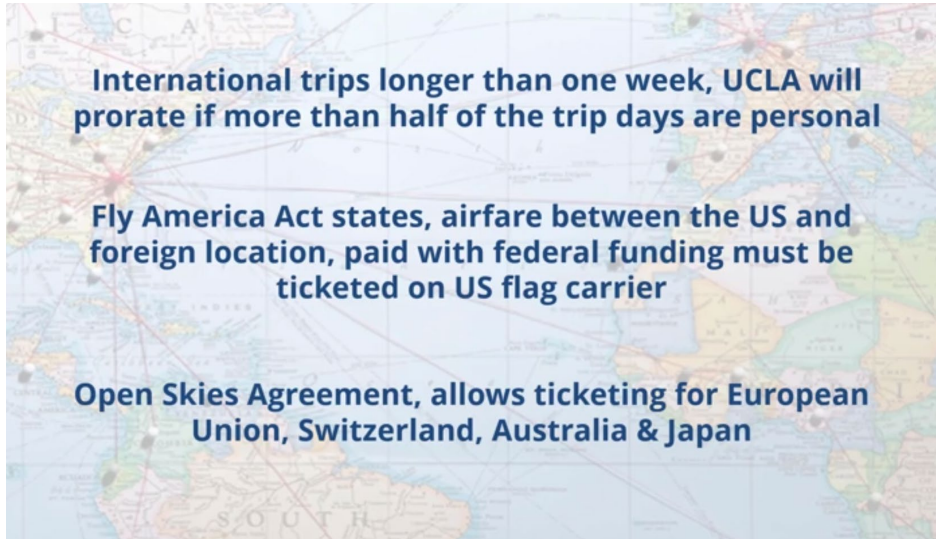
Travel Insurance and Security Protection Benefits

- **Travel Registration:**
 - Benefits:
 - Campus leadership can identify if you may be impacted by an event
 - You will receive real-time email alerts from UC's security partner Crisis24
 - How to Register Travel:
 - Travel booked through UC Central Travel (aka UC Connex or Connexus) is automatically registered.
 - Manually register in the UC Away web portal (<https://ehs.ucop.edu/away>) when two or more people are booked on the same confirmation number
 - For emergencies, update Emergency Contact Info in WorldCue (<http://ermisp.ucop.edu/uctrip>) when traveling >100 miles
 - Go to "My Profile" and provide cell phone number, email address, emergency contact, and traveling info
- **Travel Insurance:**
 - Domestic (All US states including Alaska and Hawaii):
 - Includes travel inconvenience benefits for domestic travel (trip cancellation, interruption, delay and baggage delay for covered reasons)
 - No medical coverage – use health insurance or Worker's Comp
 - Does not cover Quarantine/isolation costs related to COVID-19 or any other illness
 - International (and US Territories):
 - Medical and security evacuation coverage
 - Medical coverage for accidents and illnesses
 - Mental health counseling
 - Personal property and lost baggage coverage
 - Quarantine coverage –documented COVID+ test REQUIRED

**Coverage applies to those traveling on UC Business or students participating in University programs, including traveling companions on the same itinerary.

**Coverage differs between the student and employee policy. Details can be found at: <https://www.ucop.edu/risk-services-travel/>

International Airfare (OCONUS)



United States Carrier:

- American
- United
- Delta

Other Carrier:

- EU Union
- Switzerland
- Australia
- Japan

***Airfare will be prorated.**

****For international travel funded by federal grants, it is strongly recommended to book airfare through Concur/Travel Express.**

*****Connect with the Fam Med Purchasing and UC Travel to book your flights**

International Travel (OCONUS)

- **Airfare:** *must provide complete flight itinerary*
 - International flight – **contact Purchasing Team to coordinate your airfare through Concur**
 - Economy/Coach class - lowest fare - any seat upgrades will not be reimbursed. If seat upgrade is purchase, please provide a screenshot of the base expense prior to the upgrade.
 - Refrain from using 3rd Party Travel sites (ie: Booking.com, Priceline, etc.), they do not provide itemized details required by Travel Acct
 - Flight credits, cash, points are not reimbursable.
- **Baggage:** *must provide receipt*
- **Lodging:** *must provide itemized receipt*
 - Conference Hotel: eligible for full reimbursement if a **standard conference room is booked at the documented conference rate**
 - OCONUS: Hawaii/Alaska/Foreign Travel - The nightly rate depends on the location. IE. Honolulu avg \$177/night
 - **Not per diem**
 - **Contact the Purchasing Team to verify the location's lodging rates**
 - If the conference hotel is fully booked, the next closest lodging can be reimbursed at the conference rate
 - Must provide documentation that the conference hotel is fully booked
 - Refrain from using 3rd Party Travel sites (ie: Booking.com, Priceline, etc.), they do not provide itemized details required by Travel Acct
- **Meal Reimbursement:** *must provide receipt, itemized preferred*
 - OCONUS: Hawaii/Alaska/Foreign Travel - subject to the per diem daily rate for the individual traveler only, based on receipts and credit card details; **Not per diem**
 - **Contact the Purchasing Team to verify the location's meal rates**
 - Meals reflected on a hotel folio require an itemized receipt
 - As outlined in UC Policy G-28: Each employee must seek reimbursement for their own portion of the meal. You **CANNOT** pay for another traveler's expenses as they are considered 3rd Party. **Only the traveler will be reimbursed.**
- **Ground Transportation:** *must provide receipts*
 - Uber for UC – Partnership with UC provides a UC profile (Priority Pick-Up & Business Comfort available), *see Uber for UC slide*
 - Other Uber/Lyft upgrades are not reimbursable. (e.g., Uber XL, Uber Black, Uber Comfort, Lyft Black, Lyft XL, Lyft Extra Comfort, etc.)
 - Ground Transportation: Uber/Lyft/etc. credits, cash, points are not reimbursable.
 - Fuel reimbursement is only for university-owned vehicle or rental car

ALL receipts are required for foreign per diem reimbursement from University funds, regardless of the payment method (e.g., credit card or cash).

Documentation

Not itemized Not reimbursable

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL:520-825-5351
www.harvestmoontucson.com

CARD TYPE : MC
CARD HOLDER : ██████████
CARD NUMBER : ██████████
EXPIRATION DATE : XXXX

DATE : 2013-11-11 TIME : 1:57:34 PM

Invoice# : 00301111
Table# : B05
Server Name : CYNTHIA_LOPEZ

Charge Amt\$: 19.46

TIP AMOUNT\$ _____

FINAL AMT\$ _____

Itemized Reimbursable

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL:520-825-5351
www.harvestmoontucson.com

Re-Printing 1

Dine In
Date: 11-11-2013 Time: 1:23PM # 30

Server: CYNTHIA_LOPEZ

TAB#: B05

No. of Guest : 2

1 L- Cashew Chicken w. Brown Rice w. Egg Flower Soup	7.50
1 L- Mongolian Chicken w. Brown Rice w. Egg Flower Soup	8.00
1 Hot Tea (per pot)	2.50
Amount :	18.00
TAX(8.1%) :	1.46
TOTAL :	19.46

DOCUMENTS



All reimbursement documents

- justification statements
- expense report comments
- uploaded receipts
- do not include Personal Identifiable Information (PII)

Are subject to public records requests

The traveler must highlight/attest to their portion of the receipt.

*Credit Card statement is not an itemized receipt

We will need **all** of your original **itemized** receipts including proof of payment. These are **REQUIRED** for reimbursement.

Conference Registration

Pcard

Domestic Conference registration fees can be directly paid in advance by the Dept. via Pcard.

- Please reach out to Fam Med Purchasing team if you have questions.
- Pcard request form will be needed to proceed with the transaction.
- For International conferences, we can pay with our pcard **if** the vendor has a domestic address.

Concur Reimbursement

Please ensure the original itemized receipt is provided. Reimbursement will occur after the conference has occurred.

Conference registration should reflect the following:

1. Business travelers name
2. Payment method

Car Rental

- Please book in the Connexus Portal with **UCLA's Contracted Rates with Enterprise & Hertz**
 - Up to an **intermediate-size (standard)** vehicle will be reimbursed at UCLA contracted rates.
 - Itemized receipt with payment method, required for reimbursement.
 - If rental car is not booked through UCLA's Contracted rates, reimbursement will be subject to the comparison rate if car was reserved through UCLA's Contracted rates.
- Please reach out to the Fam Med Purchasing for more information on how to book through Connexus.

b. Rental Cars

i. Authorization to Rent

A vehicle may be rented when renting would be more advantageous to the University than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible and may include up to an intermediate-size model, per the terms of UC-negotiated rental agreements. Vehicles up to an intermediate-size model should be used unless a no-cost upgrade is provided. When the University's rental contracts provide for refueling charges at a negotiated rate, this option may be selected to purchase fuel in advance. Hand-held or uninstalled GPS devices should not be rented unless the traveler is unfamiliar with the location of travel. The use of other higher cost upgrades requires exceptional approval.

The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip. **The discount negotiated with car rental agencies by the University should be requested when available.** The University's [Connexus](#) website provides the rental agency's University identification number, which should be given to the agency at the time of rental in order to ensure that the vehicle is covered by physical damage insurance.



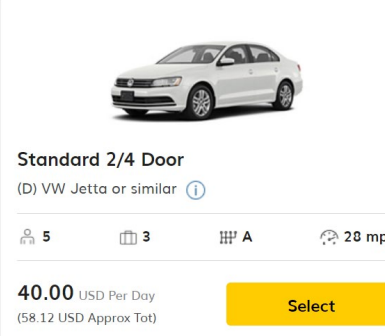
Standard
Volkswagen Jetta or similar
Automatic 5 People 3 Bags

PAY LATER
\$46.00 Per Day
\$65.21 Total

Select

Custom Rate

Features & Price Details



Standard 2/4 Door
(D) VW Jetta or similar

5 3 A 28 mpg

40.00 USD Per Day
(58.12 USD Approx Tot)

Select

Car Rental – Insurance Coverage

ii. Insurance Coverage

Travelers are expected to use rental agencies with which the University has systemwide contracts that include insurance coverage. The following rules apply to insurance coverage for rental cars:

- The cost of full collision coverage for rental cars used in Alaska, Hawaii, U.S. possessions (OCONUS), and foreign countries, is allowable.
- *On contract rental vehicles used in the continental United States (CONUS)*, charges for additional insurance are not allowable, including any charge for a collision damage waiver (CDW).
- Additional charges for insurance coverage will not be reimbursed if a non-contract agency is used unless no car rental company in the area has such an agreement with the University.
- It is recommended that employees purchase supplemental insurance when renting a vehicle outside the U.S.
- A vehicle rented from an agency with which the University has an agreement is not covered by insurance when it is being used for a personal day of travel.

Ground Transportation

- **Uber for UC:** Original **itemized** receipt required – University of CA profile required to utilize UC benefits, more information and how to enroll on the following slide
- **Lyft/Uber:** Original **itemized** receipts including proof of payment required
- Any upgrades (e.g., Uber XL, Uber Black, Uber Comfort, Lyft Black, Lyft XL, Lyft Extra Comfort, Lyft Lux, etc.) are not reimbursable unless under extreme circumstances or following justifications (reviewed on a case-by-case basis):
 - Uber/Lyft upgrades are cheaper than regular rides (provide us with a screenshot of the comparison prices)
 - Took XL rides with multiple people and requesting their portion of reimbursement of the XL price
- **Taxi/Metro/Subway:** Original **itemized** receipts including proof of payment required
- **Arrange the travel in chronological order (if there is more than one)**
- **Receipt**
 - Date of trip
 - Total cost (including tip)
 - Tips cannot be more than 20% of the bill
 - Tips that exceed 20% of the bill will be adjusted to a maximum of 20%
- **Make sure starting point and destination are included for each trip**
 - For Uber and Lyft, include the receipt page reflecting the map(s) and addresses
 - Include to and from locations for each trip (e.g., Home to Airport)
- **Payment method**
 - Last four digits of the credit card on the receipt
 - Bank/Credit card details
 - Please note that Apple Pay is not a Travel Accounting approved method of payment; a credit card statement must be submitted with the apple pay
 - Any ground transportation (Uber, Lyft, etc.) credits, cash, points are not reimbursable.

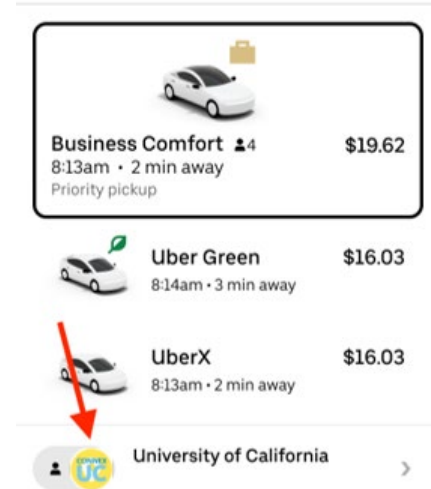
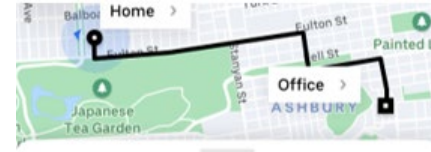
Ground Transportation

Uber for UC - UC Partnership with UBER

- Benefits: Priority Pick-Up, Business Comfort, access to premium support, and budget friendly options

Uber for UC – How to Enroll

1. **Get Started:** Scan the QR code (bottom right) or [CLICK THIS LINK](#) to get started.
1. **Sign In:** Sign in with your existing Uber credentials (your personal email address or cell phone number if you already have an Uber account).
2. **Add Credit Card:** After accepting the invitation, you'll be prompted to add your credit card to the business profile.
3. **Toggle:** Please check in your Uber Wallet that your Ride Profiles include [University of California](#). You will toggle over to this new profile when booking a ride or ordering a meal for business
4. **Ride:** Make sure to select the [University of California](#) profile when scheduling a ride for business. You'll have a separate payment profile for business purposes.



Allowable Mileage Expense

- Mileage is only reimbursed when using your personal vehicle (72.5 cents per mile – Beginning 01/01/2026). **For mileage expense reimbursement, please provide a google map of travel, including the to and from addresses.**
- Mileage shall ordinarily be computed between the traveler's headquarters and the destination.
- Mileage and Parking Reimbursement Form



Lodging

CONUS:

- Up to \$333 per night max if it's not at the conference hotel
- The total amount can be reimbursed if it is at the conference hotel's documented standard conference room rate
- If the conference hotel is fully booked the next closest lodging can be reimbursed at the conference rate
 - Must provide documentation that the hotel conference is fully booked
- If the traveler is unable to secure lodging at \$333 per night or less, the traveler must submit additional documentation such as price comparisons within the proximity of the meeting location that supports the higher lodging rate incurred. The price comparisons should be performed at the time of booking.

OCONUS: (Foreign Travel / Alaska / Hawaii):

- Nightly rate is based at the location and the date selected on the link below
- [OCONUS](#)
 - IE. Honolulu is around \$177 a night for non-conference hotels

Special Business Events prior to the conference start date, we will use that as the start date for your business travel i.e.. Conference starts on Friday, but Thursday night had a speaker dinner event, Wednesday night would be covered. Documentation required if attending events before and after the scheduled conference dates.

***Lodging will not be reimbursed if the lodging site/hotel is within a 40-mile radius of the traveler's residence or office**

****Refrain from booking with 3rd party vendors that do not provide itemized receipt of the lodging. (IE. Expedia and Hotels.com, etc..) You will be at risk to not be reimbursed.**

*****We do not reimburse for non-UCLA employees that do not have pre-approval and business justification.**

Lodging

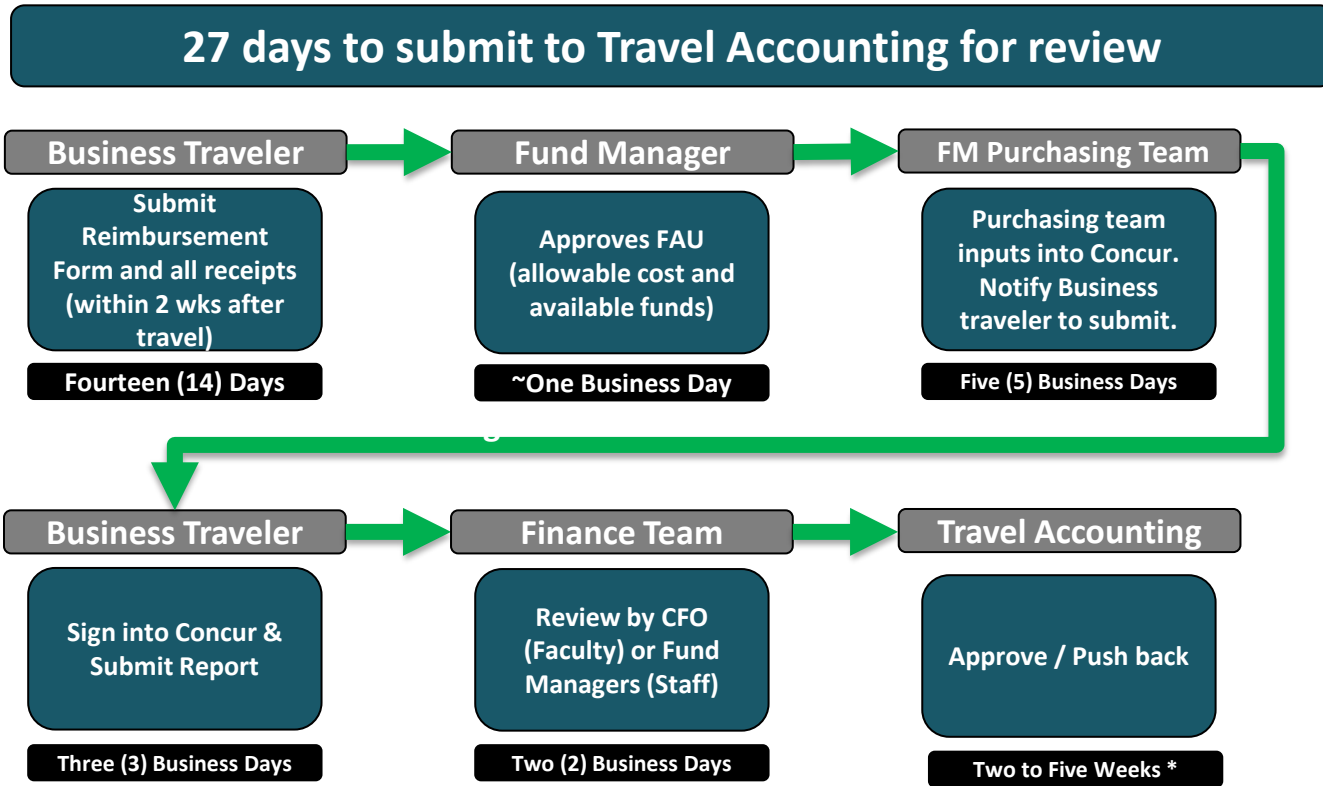
- UC's Hotel Program: UC has agreements with Marriott, Club Quarters, Wyndham Hotels and AirBnB. Further information can be found at <https://travel.ucop.edu/connexus/why-connexus/lodging>.
- AirBnB for UC Traveler Guide can be found at <https://travel.ucop.edu/connexus/sites/default/files/UC-airbnb-for-work.pdf>

Did you know UC has hotel discounts of up to 20% with Marriott properties and other local lodging at various campus locations? The travel program's preferred lodging offers complimentary room upgrades or late checkout when available and other savings opportunities such as free airport shuttles, internet access, and continental breakfast.

UC also has negotiated flat rates with CQ Hotels in 16 major city locations. CQ Hotels are full-service hotels designed for business travelers, offering low fixed rates even when the city may appear to be "sold out".

Want to feel at home? We just launched a new partnership with Airbnb for Work. See [airbnb For UC](#) on how to link or create a new account with your university email address.

Reimbursement Process Timeline



*Can extend beyond five weeks

Upcoming Meetings/Events

- Next Grand Rounds: April 24th
- Next Research Unit Meeting: May 7th
- Prior monthly meeting agendas/slides are available on the [website](#)

UCLA Health Family Medicine

About Us For Patients Specialists Education Research Support Our Mission Use Calendars

Research

Research
Center for Behavioral and Addiction Medicine
UCLA Sports Medicine Program
Research Faculty
Research Day
Multi-Campus Research Day
Committee
For Family Medicine Research Unit Employees

Home Research For Family Medicine Research Unit Employees

Share This
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Here are some commonly needed documents/forms for Department of Family Medicine Research Unit employees. If you have any questions or do not see the form you require, please contact Laura Sheehan, Manager of Research Administration at LSheehan@mednet.ucla.edu.

TRAINING/HOW-TO GUIDES:
[Information Sheet for New Fam Med/Deaneheimer Suite Employees](#)
[Travel/Entertainment/Food Reimbursement Request Guide](#)
[Purchasing Guide](#)
[Accounting Policies/Training](#)
[Purchasing Flysheet](#)
[Post Award Training](#)
[Effort Reporting Guide](#)

FORMS:
[Department and Anti-Lobby Certificates](#)
[Facilities and Resources Page for Proposals \(Fam Med Res Unit\)](#)
[Faculty Write Transfer Requests \(Fam Med Res Unit\)](#)
[Independent Contractor/Consultant Checklist](#)
[Miscellaneous Form \(Fam Med Res Unit\)](#)
[Ordering from As Your Service Catalog](#)
[Proposal Intake Form \(Fam Med Res Unit\)](#)
[Purchase Order Request Form \(Fam Med Res Unit\)](#)
[Request for Gift Cards \(non-human subjects and non-employees only\)](#)
[Subawards - Required Information for Proposals](#)
[Travel and Entertainment Reimbursement Request Form \(Fam Med Res Unit\)](#)
[Linking for your department website? Check out the Accounts Payable website for forms like Check Requests, Petty Cash Statements, WS templates, and more.](#)

MONTHLY RESEARCH UNIT MEETINGS SLIDES AND AGENDAS:
[June 2022 Research Unit Meeting](#)
[May 2022 Research Unit Meeting](#)
[March 2022 Research Unit Meeting](#)
[February 2022 Research Unit Meeting](#)
[December 2021 Research Unit Meeting](#)