

Travel Reimbursement Guidelines

For Non US Citizens

- Complete the attached [Declaration of Immigration Status](#) form by Non-US Citizens.
- The following types of visas may be reimbursed for travel and subsistence expenses: A-1/A-2, B1, B-2, F-1, H-1A, H-1B, H-2, H-3, J-1, J-2, K-1, K-2, O-1, O-2, P-1, P-2, P-3, Green Card, Refugee, TN, WB and WT.
 - The following visa types are not eligible to receive any travel payments for expenses incurred in the United States: F-2, H-4, O-3 and P-4.
- A photocopy of your visa and INS forms including your I-94 is required.

For ALL Travelers

- Include your residential address.
- Supply all original receipts (i.e., airfare/itinerary, taxi, lodging, itemized meal receipts, itemized rental car receipt)
 - UCLA **WILL NOT REIMBURSE** insurance charges for rental cars because the University has negotiated rates with many rental companies and all of these rates include insurance.
- If you claim parking and or mileage expense for your personal vehicle please indicate if the vehicle is covered with liability insurance.
- If your expenses are shared with another institution, indicate the name(s) and the portion of the expense to be shared.
- Additional information on reimbursement policies is available on the department's [website](#) please scroll down to travel reimbursement form.
- Include your e-mail address so we may contact you with any questions or if additional information is required.
- If you are a U.S. Citizen please indicate citizenship status on form.
- Mail any forms, documents and receipts to:

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