



## Travel Reimbursement Summary Form

**Traveler Information**

|   |   |                 |                  |       |
|---|---|-----------------|------------------|-------|
| Name:   |   | E-mail Address: |                  | Date: |
| Affiliation:  | U.S. Citizen:<br>Yes <input type="checkbox"/> No <input type="checkbox"/> | Best Phone #    | Faculty Sponsor: |       |
| If not a UCLA employee, please provide your home address: |   |                 |                  |       |

**Purpose of Trip**

|                             |                              |  |
|-----------------------------|------------------------------|--|
| Conference/Meeting Date(s): | Conference/Meeting Location: | Title of Conference or Purpose of Meeting: |
|-----------------------------|------------------------------|--|

**Travel Expenses** Tape ORIGINAL itemized receipts to 8 1/2 x 11 sheets of paper and submit with this form

|  | Amount | Foreign<br><small>(if applicable)</small> |
|--|--------|---|
|--|--------|---|

|   |                   |  |
|---|-------------------|--|
| <b>Airfare</b> (include agent fees) – Was your airfare paid directly to UCLA Travel? No <input type="checkbox"/> Yes <input type="checkbox"/> If No, enter total amount of airfare on this line. If Yes, leave this line blank & provide information below & attach a copy of e-ticket. |                   |  |
| Amount of direct-billed airfare paid to UCLA Travel:  | Account/FAU used: |  |

|  |  |  |
|--|--|--|
| <b>Registration &amp; Abstract Fees:</b> Receipts and a copy of the registration form are required for all registration & abstract fee reimbursements, regardless of the amount. (If registration was prepaid by UCLA do not include amount here.) |  |  |
|--|--|--|

|   |  |  |
|---|--|--|
| <b>Hotel:</b> Original itemized hotel bill showing room rate, all tax and surcharge fees, dates of stay |  |  |
|---|--|--|

|   |  |  |
|---|--|--|
| <b>Other Transportation: Taxis, Public Transit, Rental Cars, Fuel, Parking, Tolls</b> (See reverse side for important restrictions related to rental cars.) |  |  |
|---|--|--|

**Please list dates, types and amounts.**

|                |  |  |
|----------------|--|--|
| <b>TOTALS:</b> |  |  |
|----------------|--|--|

**Meals:** With Faculty Sponsor approval, meals will be reimbursed based on actual amount, up to daily max of \$71. Itemized receipts are required.

| Date: | Date: | Date: | Date: | Date: | Date: | Date: | Date: | Total Meals |
|-------|-------|-------|-------|-------|-------|-------|-------|-------------|
|       |       |       |       |       |       |       |       |             |

**Miscellaneous:** (Such as airline baggage handling fees)

|       |  |  |  |
|-------|--|--|--|
| Date: |  |  |  |
| Date: |  |  |  |

**Private Car Mileage:** (Please attach proof of mileage such as on-line directions with mileage shown from www.mapquest.com.)

|       |                     |                   |             |                |  |
|-------|---------------------|-------------------|-------------|----------------|--|
| Date: | Travel from (city): | Travel to (city): | Total Miles | X ____ cents = |  |
| Date: | Travel from (city): | Travel to (city): | Total Miles | X ____ cents = |  |

**TOTAL AMOUNT DUE TRAVELER:** (Please convert foreign currency to USD)

|  |  |
|--|--|
|  |  |
|--|--|

**Account Information - Please provide below the account(s) to which this reimbursement should be charged.**

|                    |         |
|--------------------|---------|
| Account to charge: | Amount: |
| Account to charge: | Amount: |

|                                   |                              |
|-----------------------------------|------------------------------|
| <b>FACULTY SPONSOR SIGNATURE:</b> | <b>TRAVELER'S SIGNATURE:</b> |
|-----------------------------------|------------------------------|

All travel reimbursements are processed using an on-line system accessible only by department administrative staff. This form is meant to help travelers organize their receipts and expenses, to provide clear information for P.I. approval and processing. Please feel free to attach a separate sheet with more information if needed. If you have any questions, please contact the business office.

**In General:**

- No expense may be reimbursed in advance of your trip.
- Receipts must be turned in within 21 days of the end of your trip.
- In all cases where there is more than one possible policy regarding expenses (as on grant funds), the strictest policy must be observed.
- There are certain circumstances when an exception to some of these policies can be requested, however it must be done in advance.
- Third Party Reimbursements are not permitted (i.e. you must pay for your own expenses.)

**Travel:**

- Travelers are required to use the most economical mode of transportation by the most frequently traveled route.
- **Airfare:**
  - Only coach class airfare will be reimbursed. No upgrades are permitted.
  - Fares can be charged directly to University funds if reservations are made through UCLA Travel office.
  - If airline reservations were made directly through UCLA Travel please enter amount & account number on line 1a.
  - **Fly America Act:** If the funding for the project is Federal, you may only use US carriers when booking air travel.
- **Registration Fees:** for conferences can often be paid directly if the request is made well in advance (4 weeks please).
- **Rental Cars:**
  - 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. Please check the travel web site for current rates and companies ([http://www.travel.ucla.edu/Discounts\\_CarRental.html](http://www.travel.ucla.edu/Discounts_CarRental.html)). When making reservations please be sure to specify the appropriate UCLA corporate ID# and make sure the corporate ID# is referenced on the rental agreement. If the rental agent offers additional insurance when you pick up the car, you must decline it, and confirm that the UCLA corporate ID# is on the agreement.
  - Only compact cars will be reimbursed.
  - Global Positioning Systems or other upgrades (GPS) cannot be reimbursed.
  - The cost of gasoline for the rental car is reimburseable, if receipts are presented.
- **Taxis:**
  - Limousines are not permitted. The University requires the use of the most economical form of transportation.
- **Automobile Mileage:**
  - Reimbursement for mileage on personal automobiles is only appropriate when the cost of the mileage is less than or equal to the cost of public transportation.
  - The car used must be insured as prescribed by California law.
- **Non Citizens** who are not employed by the university must meet additional requirements and submit additional documentation when requesting travel reimbursements. Please contact your Divisional Assistant prior to traveling for details.
- **Motorcycle Use:** is not permitted and under no circumstances will their costs be reimbursed.

**Proof of Payment:**

- Original, itemized receipts are required for all reimbursements. All receipts must show:
  - the date of purchase
  - description of what was purchased (If Airfare, must include detailed itinerary)
  - the total cost of purchase
  - method of payment (Cash, Credit Card, Check).
- Carefully check any on-line receipts to be sure that they are itemized and include all the information listed above.
- Some credit card receipts are insufficient for the University auditors and occasionally they will also request a credit card statement.
- If an expense is paid by check the University also requires a copy of both sides of the canceled check, or a copy of the front of the check and the bank statement.
- Separate bills are required for shared expenses, including hotel rooms, if you are seeking reimbursement.
- Please use your own credit card or checking account to pay for your expenses. In general, 3<sup>rd</sup> party reimbursements are not permitted.
- ❖ **Helpful Hint:** Most bank and credit card statements are now available on line so you can print them out as soon as the expense has cleared. This way you won't have to wait for a monthly statement to arrive in the mail.

This brief document is an attempt to cover the most common issues. Please feel free to contact the Business Office at any time if you have questions, or to ask about exceptions that may not be listed here.

**University of California Traveler Insurance Coverage**

All employees and students traveling on official University business are eligible to sign up for an expanded travel accident insurance policy offered by UCLA. In addition to typical coverage for accidental death and dismemberment, the policy includes coverage for emergency medical evacuation, out-of-country medical expenses, loss of personal effects, security extraction and repatriation of remains.

For sign up information and details visit: <http://www.uctrips-insurance.org/> before you leave for your trip.