• AIRFARE can be paid in two ways:
  1) *Through UCLA Travel:*
      Please contact UCLA Travel at 206-2639 to make reservations. UCLA Travel offers more information, available at [http://uclatravel.custhelp.com/app/home](http://uclatravel.custhelp.com/app/home).
  2) *Directly by you.*
      For reimbursement, please submit:
      1. an original receipt/itinerary;
      2. proof of payment;
      3. a completed Travel Reimbursement Request Form.
      Note that UCLA will reimburse only for your own air travel, and only for coach fare (not business or first-class). Also note that UCLA will not reimburse travel packages from online vendors (e.g., hotel & air).

• HOTEL costs are reimbursed by submitting:
  1. an *itemized original receipt* * from the hotel;
  2. proof of payment;
  3. a completed Travel Reimbursement Request Form.

*If receipt is not available, please contact Diana Fonseca for acceptable substitutes.*

Please note that UCLA will reimburse room rate and taxes, but will not reimburse non-essentials such as movie rentals, etc. There is a maximum allowable nightly rate, which varies according to location. (For more information, contact Diana Fonseca.)

• CAR RENTAL costs are reimbursed by submitting:
  1. an original itemized receipt;
  2. proof of payment;
  3. a completed Travel Reimbursement Request Form.

Please note that pre-paid gas and other optionals are not reimbursable.

• MILEAGE costs are reimbursed by submitting:
  1. proof of mileage (please use Mapquest or Google maps to print out your start-to-destination route);
  2. a completed Travel Reimbursement Request Form.

• MEAL costs are reimbursed by submitting *original itemized receipts.* Note that the maximum allowable amount for domestic meal reimbursement is $71 per day. For international maximums, please contact Diana Fonseca.

Please see additional information and resources on the UCLA Travel website ([http://ucla.in/aHmUwt](http://ucla.in/aHmUwt)).