

## UCLA TRAVEL REIMBURSEMENT POLICIES AND PROCEDURES

- 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>.

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>).