

TRAVEL/EXPENSE REIMBURSEMENT GUIDELINES

UCLA Department of History

General Guidelines

- Original, itemized receipts are required for all reimbursable expenses
 - Receipts must indicate amount, date & method of payment, and zero balance due
 - For travel expenses, receipts must be submitted within **45 days** of trip's conclusion
 - Please affix loose receipts to 8 ½" x 11" piece(s) of paper with tape – do **not** staple
 - Attach all relevant documentation to completed, appropriate [reimbursement form\(s\)](#)
- Expenses incurred in foreign currency are converted to USD based on daily exchange rates
- Services are **not** reimbursable; please contact Jay or Drew prior to incurring any service-related expenses so that vendor payment can be made through the appropriate channels
- Do **not** book travel packages that include hotel + airfare + rental car, or some combination thereof, for one price as these expenses cannot properly be itemized

Airfare

- Only **economy/coach** rates are reimbursable; seating class must be indicated on receipts
 - Receipts must also include travel itinerary details (i.e. flight dates/times, airports)

Lodging

- Actual expenses are reimbursable up to **\$275/night** for domestic travel
 - Receipts must also include hotel folio details (i.e. nightly room rate & taxes/fees)
 - Extraneous expenses (gym/pool fees, movies, laundry, etc.) are **not** reimbursable
 - Room service and other in-hotel dining billed to your folio are reimbursable as part of Meals & Incidental Expenses (see below); please maintain & submit itemized receipts
- Noncommercial subsistence (e.g. Airbnb) is also reimbursable, subject to the above rates
 - Receipts must also include nightly rate, fees, # of guests, dates of stay, and address
- Lodging/noncommercial subsistence is **not** reimbursable for travel within a 40-mile radius of your permanent address or UCLA—whichever is the point of departure

Meals & Incidental Expenses

- Actual expenses are reimbursable up to **\$62/day** for domestic travel
 - Incidental expenses include fees, tips, gratuities, state & local taxes, etc.
 - Meals & incidentals cannot be claimed for trips less than 24 hours

Ground Transportation

- Taxis, rideshares (e.g. Uber/Lyft), trains, busses, subways, etc. are all reimbursable
 - However, car & driver services (limousines, executive/black cars, etc.) are **not**

Rental Cars:

- Travelers are encouraged to book rental cars through UCLA's preferred vendors (currently National, Enterprise, and Hertz); do **not** purchase additional collision, accidental death, or medical insurance as these vendors' UCLA rates include this coverage free of charge
 - Only **economy/compact** cars are reimbursable; gas & tolls are also reimbursable
 - Extraneous expenses (upgrades, GPS, child car seats, etc.) are **not** reimbursable

Using Your Own Private Automobile:

- Allowed if you carry car insurance necessary to satisfy state law financial responsibility
- Travelers are reimbursed 57.5¢ per round-trip mile driven (but not for gas or tolls)
 - Must provide route driven (via Google Maps, MapQuest, etc.) and total mileage
 - Mileage reimbursement cannot exceed airfare estimate for the same itinerary

Academic/Professional Conferences

- Conference registration fees are reimbursable with receipts confirming payment method
 - Must also provide conference documentation including agenda/flyer/invitation/etc.

Entertainment

- **UC business-related** meetings that occur over meals/light refreshments are reimbursable
 - In addition to an itemized receipt for the meal in question, please provide: **specific** business purpose of this meeting and names, affiliations, and titles of all attendees
 - At any given meal/meeting, the cost of alcohol cannot exceed that of food
 - Reimbursement is based on actual expenses at the following maximum rates:
 - **Breakfast:** \$27/person
 - **Lunch:** \$47/person
 - **Dinner:** \$81/person
 - **Light refreshments:** \$19/person (*coffee, tea, snacks, hors d'oeuvres, etc.*)

Miscellaneous research-related expenses (books, office supplies, IT equipment, etc.) are reimbursable outside the context of travel; please provide receipts indicating payment amount, date, and method—as well as what was purchased, and for what purpose—to Jay or Drew within 45 days of incurring such expenses.