TRAVEL/EXPENSE REIMBURSEMENT GUIDELINES  
UCLA Department of History

General Guidelines

• Original, itemized receipts are required for all reimbursable expenses  
  o Receipts must indicate amount, date & method of payment, and zero balance due  
  o For travel expenses, receipts must be submitted within 45 days of trip’s conclusion  
  o Please affix loose receipts to 8 ½” x 11” piece(s) of paper with tape – do not staple  
  o 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  
  o 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  
  o Receipts must also include hotel folio details (i.e. nightly room rate & taxes/fees)  
  o Extraneous expenses (gym/pool fees, movies, laundry, etc.) are not reimbursable  
  o 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  
  o 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  
  o Incidental expenses include fees, tips, gratuities, state & local taxes, etc.  
  o 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.

Updated August 2020