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 and entertainment expenses, receipts must be submitted within 20 days of trip’s conclusion
  o Compile all receipts into one single PDF, if submitting electronically
  o Affix loose receipts to 8 ½” x 11” piece(s) of paper with tape – do not staple, if submitting paper copy
  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; contact your primary fund manager 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
• If traveling to multiple locations/countries in a single trip, include detailed itinerary with the dates and times you left one location and arrived at the next location
• Submit all electronic requests to purchasing@history.ucla.edu

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)
• Business/first class rates are reimbursable with a valid medical note on file, all medical notes are valid for one year; a new medical note would need to be submitted each year per UCLA policies
  o See here for medical note requirements: https://travel.ucla.edu/news/medical-note-requirement-business-class-exception-or-other-higher-cost-services

Lodging – Domestic
• Actual expenses are reimbursable up to $275/night exclusive of any taxes
  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

Lodging Foreign/International:
• Actual expenses are reimbursable up to the per diem lodging rate of the location
  o Foreign per diem rates can be found here by country and location: https://aoprals.state.gov/web920/per_diem.asp

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Meals & Incidental Expenses

- **Domestic travel** - actual expenses are reimbursable up to $79/day
  - Incidental expenses include fees, tips, gratuities, state & local taxes, etc.
  - Meals & incidentals cannot be claimed for trips less than 24 hours
- **Foreign/International** – actual expenses are reimbursable up to the per diem meal & incidental rate of the location (see foreign per diem link under lodging section)

Ground Transportation

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

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. See here for UCLA’s preferred vendors: [https://travel.ucla.edu/air-car-hotel/ground-travel/car-rental-contract-rates](https://travel.ucla.edu/air-car-hotel/ground-travel/car-rental-contract-rates)
  - 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:

- Travelers are reimbursed **65.5¢ per 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.
  - Cannot be reimbursed until after the conference takes place and should be included with all other expenses related to that conference

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: $31/person
    - Lunch: $54/person
    - Dinner: $94/person
    - **Light refreshments:** $22/person *(coffee, tea, snacks, hors d’oeuvres, etc.)*

Miscellaneous research-related expenses

- Books, office supplies, and computing supplies (printer ink, laptop cases, accessories) are reimbursable outside the context of travel

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• Complete Research Reimbursement Request form and provide receipts indicating payment amount, date, and method
• Submit reimbursements on a monthly basis and do not let receipts pile up for more than one month
• Reimbursements for BOX and iCloud storage are not allowable, per UCLA policy
• Other software and/or subscription reimbursement requests require additional review through UCLA’s Purchasing office; we cannot guarantee approval for the reimbursement request. We highly recommend consulting with our departmental IT support personnel for UCLA-approved software/subscription options before purchasing any product
  o The product list of software titles that UCLA holds a software agreement is listed here: https://softwarecentral.ucla.edu/product-list
• You can use our Amazon Order Request form for books and office supply purchases to avoid the lengthy reimbursement process