

Reimbursement Guidelines

UCLA Meyer and Renee Luskin Department of History

General

- Original, itemized receipts are required for all reimbursable expenses
- Receipts must indicate amount, date and method of payment, and zero balance due
- Receipts must be submitted within **30 days** of trip's conclusion
- Affix loose receipts to 8 ½" x 11" piece(s) of paper with tape – do not staple, if submitting paper copy
- 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; email purchasing@history.ucla.edu 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
- Receipts must also include travel itinerary details (flight dates/times, airports)
- For prepaid/direct-billed airfare, please see separate Prepaid Airfare instructions on [department website](#)

Lodging

Domestic

- Actual expenses are reimbursable up to \$333/night exclusive of any taxes
- Receipts must also include hotel folio details (nightly room rate and 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 and incidentals (see below); please maintain and submit itemized receipts
- Airbnb and sublets are also reimbursable, subject to the \$333/night rate

- Receipts must also include nightly rate, fees, number of guests, dates of stay, and address
- Lodging is not reimbursable for travel within a 40-mile radius of home address or UCLA (whichever is the point of departure)

International

- Actual expenses are reimbursable up to the per diem lodging rate of the location: https://aoprals.state.gov/web920/per_diem.asp

Meals and Incidentals

Domestic

- Actual expenses are reimbursable up to \$92/day
- Incidental expenses include tips and gratuities up to 20%, fees, state and local taxes
- Cannot be claimed for trips with a duration of less than 24 hours

International

- Actual expenses are reimbursable up to the per diem meal and incidental rate of the location: https://aoprals.state.gov/web920/per_diem.asp

Ground Transportation

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

Rental Cars

- Travelers are encouraged to book rental cars through UCLA's [preferred vendors](#); 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 and tolls are also reimbursable
- Extraneous expenses (upgrades, GPS, child car seats, etc.) are not reimbursable

Private Automobile

- Travelers are reimbursed 70¢ 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

Conferences

- Conference registration fees are reimbursable with receipts confirming payment method
- Conference documentation (agenda/flyer/invitation) must also be provided

- 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 meal receipt, please provide specific business purpose of the meeting along with 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:

Meal	Amount Per Person
Breakfast	\$31
Lunch	\$54
Dinner	\$94
Light Refreshments (coffee, tea, snacks, hors d'oeuvres)	\$22

Non-Travel and Non-Entertainment

- Books, office supplies, and computing supplies (printer ink, laptop cases, accessories) are reimbursable
- Complete [Reimbursement Request Form: Non-Travel and Non-Entertainment](#) and provide receipts indicating payment amount, date, and method
- Receipts must be submitted within **30 days** of transaction/date of purchase
- Software and software-as-a-service (e.g., Dropbox, Squarespace) expenses are not reimbursable