

Reimbursement Guidelines

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 electronically via email; purchasing@history.ucla.edu , within **30 days** of trip's conclusion
- **The Department of History does not require paper copies of receipts.** Please retain all original receipts for your records in the event of an audit or if an expense is questioned due to the quality or clarity of the electronically submitted receipt. Original receipts must be retained for a minimum of **five (5) years**.
- 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. Complex travel Itineraries, such as a research project that involved extended travel with multiple destinations, should include documentation such as a brief narrative, as to why the traveler needed to go to each 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 by 72.5 cents 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	\$34
Lunch	\$59
Dinner	\$103
Light Refreshments (coffee, tea, snacks, hors d’oeuvres)	\$24

- Entertainment expenses related to employee birthdays, weddings, anniversaries, or farewell gatherings are **not allowable** and may not be reimbursed, recharged, or paid to a vendor. The only exceptions are celebrations for employee retirements or for employees separating from university employment after **five or more years of service**.

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