

## HOW TO CLAIM REIMBURSEMENT

Please submit all required documents including the completed [Travel Reimbursement Form](#) and the itemized receipts to your assigned fund manager as soon as travel status is completed. Please be sure to provide the business justification for the trip and fund source for payment.

Required Documentation for Travel Reimbursements:

### Airfare:

- Original e-ticket receipt or printed ticket with itinerary information
- Proof of payment

### Lodging:

- Original, itemized receipt showing a zero balance due
- Proof of payment
- Please refer to section about internet package deals
- Please visit this link for more information: <https://www.travel.ucla.edu/air-car-hotel>

### Meals & Incidental Expenses:

- The daily maximum Meals & IE limit is \$62 per day. (*rates as of October 15, 2017*)
- Original receipt(s)
- Meals and incidental expenses are reimbursable for travelers on travel status for at least 24 hours or the travel included an overnight stay.
- The Meals & IE limit is based on actual costs; the cap should not be treated as a per diem.
- Alcoholic beverages may not be charged to State or Federal Funds.

### Transportation:

#### *Car Rental*

- Original, itemized receipt
- Proof of payment
- Gas receipts are reimbursable when a rental car is used
- Additional insurance is not reimbursable

#### *Personal Car*

- Only mileage can be reimbursed
- Origination and destination addresses must be provided
- Google Map route information for each leg of trip
- Current Mileage rate is 58 cents per mile. (*\*rates as of January 1, 2019*)

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### *Other Transportation*

- Examples of other transportation costs include: parking, tolls, bus, taxi, subway, shuttle, rail, Uber.
- Original, itemized receipts are required
- Proof of payment

### Other Travel Expenses:

#### *Business Office Expenses*

- Includes expenses such as phone, fax, internet connectivity
- Original, itemized receipts
- Proof of payment

#### *Registration Fees*

- Complete registration form
- Original, itemized receipt
- Proof of payment

#### *Airline Baggage Charges:*

- Original, itemized receipt
- Proof of payment

### Foreign Per Diem:

- Receipts are not required for meals and lodging
- Indicate location and foreign per diem rate per day of trip. You can find rates at this [link](#).
- Airfare itinerary or PTA number
- Travelers seeking reimbursement of actual costs in lieu of foreign per diem must provide original itemized receipts and proof of payments.
- Combination of foreign and actual costs is not allowed within the same expense type.

### Entertainment while on Travel Status:

- Original, itemized receipt
- Proof of payment
- Type of expense (breakfast, lunch, dinner, refreshment)
- Attendee list to include name, title/occupation, and affiliation of participants
- Date and location of event
- Name of the official host
- Purpose of the entertainment expense while on travel status

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*\* When original receipts are required but cannot be obtained or have been lost and all measures to obtain a duplicate have been exhausted, a statement should be provided explaining why such receipts are not being submitted with the expense report. The statement must include a certification that the amount shown is the amount actually paid and that the traveler has not and will not seek reimbursement from any other source.*