Lodging:

Original, itemized receipts for all lodging expenses, as well as any entertainment expenditures included in the lodging claim are required for reimbursement.

Business travel lodging is reimbursable when the site is over a 40-mile radius from the traveler’s residence or office. Hotel costs must be reasonable.

The University has negotiated special rates at two nationwide hotel chains: Marriott and Starwood. All University travelers are welcome to use these rates when traveling.

Please visit this link for more information: https://www.travel.ucla.edu/air-car-hotel.

Continental US Lodging Expenses – CAP of $275 per night.

1. This rate does NOT include room tax or other hotel fees.
2. If a higher room rate is secured, additional documentation is needed to justify the rate. Justification includes price comparisons for 3-4 hotels in the same area as the meeting. Price comparisons need to be found at time of booking and included with the travel reimbursement request.
3. Travelers attending conference where the prearranged conference lodging rate exceeds the $275 per night cap do NOT need to request exceptional approval.