**REQUIRED DOCUMENTATION FOR TRAVEL REIMBURSMENTS**

Please complete the [LSPA Travel & Entertainment Reimbursement Form](https://luskin.ucla.edu/administration/financial-services/forms/luskin-travel-entertainment-reimbursement-form-final-03-06-23) and submit all required documentation and itemized receipts to your assigned fund manager within 21 days of commencement of travel/event. If you have additional travel-related questions, please reach out to your assigned fund manager for guidance.

Original, itemized receipts reflecting form of payment are required of all expenses. If the receipt does not indicate the method of payment (e.g. cash, credit card or check), a copy of the redacted credit card statement (blacked out account number) or canceled check copy is required.

### **AIRFARE (PURCHASED BY TRAVELER)**

Advance reimbursement is not possible if you choose to charge your airline ticket to your individual card. You are therefore encouraged to charge all business travel airfare to the [Direct Billing System](#_AIRFARE_(DIRECT_BILLED)).

* Original ticket, e-ticket or website receipt with itinerary information
* Proof of payment
* University travelers should purchase coach or economy fare
	+ If a medical condition necessitates business or first class, health requirements must be documented by a licensed physician, updated annually, and on file at the UCLA Travel Accounting Office.
	+ Please work with your fund manager to obtain prior approval from UCLA Travel Accounting before purchasing the airfare.
* Please review the [internet package deals](#_INTERNET_PACKAGE_DEALS) section below before purchasing airfare.

### **AIRFARE (DIRECT BILLED)**

Airfare can be purchased through the UCLA Travel Center or Concur, which can be charged directly to university funds to avoid out of pocket expenses for the traveler.

* To book airfare through the UCLA Travel Center, call (310) 206-2639 or email travel@finance.ucla.edu.
* Please submit the direct-billed flight itinerary with your travel reimbursement form once travel is completed.

### **LODGING**

* Original, itemized receipt/folio displaying a zero balance due
	+ Receipt must itemize room rate, room taxes, and any meals and incidental expenses.
* Proof of payment
* Lodging daily maximum is $275 per night (before taxes and other hotels fees) for travel within the Continental U.S.
	+ If traveler is unable to secure lodging at $275 or less per night, the traveler must submit additional documentation such as price comparisons within the proximity of the meeting location that supports the higher lodging rate incurred.
	+ The price comparisons should be performed at the time of booking.
* A traveler who is required to attend a conference where the prearranged conference lodging rate exceeds the $275 per night cap, may stay at the conference hotel without exceptional approval.
* Lodging is generally not reimbursable if the lodging site is within a 40-miles radius of the traveler’s residence.
* Please review the [internet package deals](#_INTERNET_PACKAGE_DEALS) section below before purchasing lodging.

### **MEALS & INCIDENTAL EXPENSES (MEALS & I.E.)**

* Meals & IE daily maximum is $79 per day *(rates as of January 1, 2023*)
* Original receipt(s)
* Meals & IE are for travel meals/incidentals incurred while on UC business travel within the Continental U.S.
* Meals & IE are reimbursable for travelers on travel status of at least 24 hours or the travel included an overnight stay.
	+ Lodging receipt must be provided.
* Meals and IE daily rate 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

### **FOREIGN PER DIEM**

* Receipts are not required for meals and lodging for UC business travel outside of the Continental U.S.
* Indicate location and foreign per diem rate per day of trip. You can find foreign per diem rates at the [US Department of State](https://aoprals.state.gov/web920/per_diem.asp).
* Airfare itinerary as proof of travel
* 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.

### **TRANSPORTATION**

*Rental Car*

* Original, itemized receipt
	+ UC requires that an economy, compact or intermediate model be requested.
* Proof of payment
* Gas receipts are reimbursable when a rental car is used
* UC has a system-wide [car rental program](https://travel.ucla.edu/air-car-hotel/ground-travel/car-rental-contract-rates) with Enterprise, Hertz, and National.
* Please review the [internet package deals](#_INTERNET_PACKAGE_DEALS) section below before reserving a rental car.
* Additional insurance purchased is not reimbursable and will be at the cost of the traveler.

*Personal Car*

* Mileage rate is 65.5 cents per mile *(rates as of January 1, 2023*)
	+ Mileage can only be reimbursed when a private vehicle is used for University business travel.
* Origination and destination addresses must be provided.
* Provide Google Map route information for each leg of trip.
* If a traveler uses a personal car in lieu of flying, mileage reimbursement cannot exceed airfare quotes
	+ For Mileage in Lieu of Airfare, traveler must provide 3 airfare quotes (price comparisons should be performed prior to travel based on regular coach airfare)

*Other Transportation*

* Examples include: parking, tolls, rideshare, taxi, bus, subway, shuttle, rail, etc.
* Original, itemized receipts are required
* Proof of payment

### **OTHER TRAVEL EXPENSES**

*Business Office Expenses*

* Includes expenses such as printing, mail, internet fees, phone, etc.
* Original, itemized receipts
* Proof of payment

*Registration Fees (e.g. Conference Registration Fees)*

* Original, itemized registration receipt
	+ Includes name of registrant, conference name or description, amount, date
* Proof of payment

*Airline Baggage Charges*

* Original, itemized receipt(s)
* Proof of payment

### **ENTERTAINMENT WHILE ON TRAVEL STATUS**

* Original, itemized receipt
* Proof of payment
* Indicate type of Entertainment meal (breakfast, lunch, dinner, light refreshment)

*Reimbursement Rate for Costs Per Person (as of January 1, 2023)*

* + Breakfast - $31 per person
	+ Lunch - $54 per person
	+ Dinner - $94 per person
	+ Light Refreshments - $22 per person

 *\* Amounts include cost of the food and beverages, labor, sales tax, delivery charges, and other service fees.*

* Attendee list per Entertainment meal. List must contain:
	+ Attendee Name(s)
	+ Attendee Title/Occupation
	+ Attendee affiliation
* Date and location of event
* Name of the official host
* Purpose of the entertainment expense while on travel status
* No alcoholic beverages are allowed on State or Federal funds

### **PAYMENT OF BEHALF OF OTHERS**

Do not pay for anyone’s travel expenses other than your own. University travelers shall not be reimbursed for expenses paid on behalf of other persons. Exceptions to this rule, such as supervised group trips, must be approved by Travel Accounting in advance of purchase.

### **TRAVEL LESS THAN 24 HOURS**

When the entire length of a trip is less than 24 hours, meals and incidental expenses cannot be reimbursed unless the travel includes an “overnight stay” as supported by a lodging receipt.

### **TRAVEL OVER 30 DAYS**

Long-term travel is defined as travel lasting 30 days or more.

* The long-term per diem for both domestic and international travel is based on 100% of the applicable federal per diem allowance and is applied when a person’s original estimated travel is for 30 consecutive days or more, but less than one year in one location. The rate begins on the first day of travel.
* If travel that was originally estimated to last for fewer than 30 days is extended to a total of 30 consecutive days or more in one location, the short-term actual reimbursement would be calculated from the first day up to and including the 30th day; the long-term per diem rate would be calculated from the 31st day forward.

### **INTERNET PACKAGE DEALS**

Many Internet booking agencies, such as Expedia and Orbitz, offer discounts on package deals that include a combination of travel expenses purchased together (such as airfare and lodging). While they often provide cost savings, these package deals rarely include the documentation requirements necessary for University reimbursement.

If a breakdown of all expenses and applicable taxes (such as airfare, airfare tax, room rate per night and room tax per night) cannot be provided by the vendor, UCLA cannot reimburse this expense. The IRS requires that receipts provide a certain amount of detail, and if that detail is not provided by the vendor, IRS requirements have not been met.

### **TRAVEL ADVANCE**

An employee may request a travel advance on an *exception* basis only. Exceptional advances will be issued no more than seven days prior to a trip. UCLA Travel Accounting may grant an exception under the following conditions:

* If the traveler(s) will be on travel status in excess of 30 consecutive days
* If the traveler requires special handling (such as group travel for UCLA student groups)
* International travel to remote areas where normal banking/credit card transactions are not available and in excess of 30 consecutive days
* After a report of projected cash expenses has been submitted

Please contact your assigned fund manager for guidance on this option and to coordinate the request submission to the UCLA Travel Accounting Office.

Travel advance requests require the following information:

* Budget breakdown for requested amount
* Business justification for the need of the travel advance

### **TRAVEL INSURANCE**

All University travelers are covered worldwide, 24 hours a day, for a variety of accidents and incidents while on business travel status. University travelers include employees, medical residents, students, fellows and guests with travel paid by the University.

Trip registration is required for those traveling on official University business off-campus ( > 100 miles) or internationally.

Visit the [UCLA Insurance & Risk Management](https://irm.ucla.edu/travel-insurance) for more information.

### **STATE-FUNDED TRAVEL RESTRICTIONS**

As of October 31, 2022, the California Attorney General listed 23 states where AB 1887 prohibits the use of state funds to pay for travel to a state on the Attorney General’s list, except where one of the statutory exceptions applies. It does not affect travel that is paid for or reimbursed using non-state funds. The states are: Alabama, Arizona, Arkansas, Florida, Idaho, Indiana, Iowa, Kanas, Kentucky, Louisiana, Mississippi, Montana, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Utah, West Virginia, and Georgia

### **MISSING OR LOST RECEIPTS**

When original receipts are required but cannot be obtained or have been lost, and all measures to obtain a duplicate have been exhausted, the traveler must provide a statement on dept letterhead explaining the following:

* Why missing receipt(s) are not being submitted with the expense report?
* All measures to obtain a duplicate have been exhausted
* Certification that amount requested is the amount actually paid (proof of payment)
* The traveler has not and will not seek reimbursement from any other funding source.

You can also use our internal [“Missing Receipt Affidavit”](https://luskin.ucla.edu/administration/financial-services/travel-entertainment/missing-receipt-affidavit-may-2023) fillable form.

### **UC TRAVEL and ENTERTAINMENT POLICIES**

[G-21, Policy and Regulations Governing Travel](https://policy.ucop.edu/doc/3420365/BFB-G-28)

[BUS-79, Expenditures for Entertainment, Business Meetings & Other Occasions](https://policy.ucop.edu/doc/3420364/BFB-BUS-79)