

TRAVEL EXPENSE REIMBURSEMENT FORM

Traveler Name	Phone Number	Email Address

Home Address	Total Amount Requested

Date(s) of Travel

Location From/To

Please state Business Purpose of travel:

Include: 1. Main reason for travel (if research, provide short description); 2. Conference/meeting title; 3. Conference/meeting dates; 4. Venue of conference/meeting; 5. Attach program for conference; 6. Comments

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Travel Expense Itemization: **Cost** **Docs Required**
All receipts must be itemized and show proof of payment

Travel Expense Itemization:	Cost	Docs Required
Airfare Expense		economy/coach only; flight itinerary, receipt
Lodging Expense		receipt
Car Rental Expense		receipt
Taxi, Shuttle, Bus Expense		receipt
Conference Registration		receipt
Baggage Fees		receipt
Parking		receipt
Personal Car Mileage (62.5 cents/mile)		write addresses in section above
Other		receipt
Meals		total maximum domestic meal expense is \$79/day
Foreign Lodging Per Diem (number of days)		flight itinerary
Foreign Meals Per Diem (number of days)		flight itinerary
		receipt
		receipt
Total:		

**Receipts Smaller Than A Sheet Of Paper Must Be Taped To A Sheet Of Paper.
 Attach All Receipts To Completed Form And Submit To The Departmental Coordinator.**

IMPORTANT INFORMATION ON TRAVEL EXPENSE REIMBURSEMENTS

1. Itemized receipts with proof of payment (i.e. last 4 digits of card) are required for ALL expenses. Please send documents to Department Coordinator within 2 weeks of your travel's completion.
2. **Airfare** – Economy/coach class only. Flight itinerary required in addition to receipt.
 - a. UCLA charges a \$9 Carbon Mitigation Fee for reimbursing domestic round-trip flights and \$25 for international round-trip flights.
3. **Hotel** – Up to \$275/night for domestic travel.
4. **Food** – Up to \$79/day. Please limit tips to 20% of bill. No alcohol.