

GENERAL CONDITIONS FOR TRAVEL REIMBURSEMENT

AIRFARE

- All airfare, hotel, and car rental receipts must be itemized. Do NOT book travel packages that include hotel + airfare + rental car for one price (e.g., Expedia, Travelocity). *UC Policy prohibits purchase of travel/vacation packages from Internet vendors. These packages lump airfare, hotel, and car rental into a package price, and therefore, travelers are unable to obtain itemized documentation as required by the IRS.*
- Only coach airfares are reimbursable.

LODGING

Likewise, only hotel room rate, room tax and parking are reimbursable. Extraneous expenses such as gym fee, movies, videos, newspapers, magazines, etc., are NOT reimbursable. The name on the bill must be your own. If you are sharing the room, ask the hotel to provide a bill for each occupant. You will need to give your credit card as a deposit. Lodging expenses are not reimbursable prior to the trip nor are lodging expenses reimbursable for travel within a 40-mile radius of traveler's home or UCLA, whichever is the point of departure. If you order room service, be sure to keep the itemized receipt and submit that along with your zero-balance hotel bill.

REGISTRATION FEES

Conference registration fees will be reimbursed after the trip has been completed. Non-business related expenses, such as social functions, golf, cruises, will NOT be reimbursed. Please keep a copy of agenda, flyer or invitation AND itemized receipt reflecting form of payment.

TRANSPORTATION

- It is encouraged to book rental cars through UCLA's preferred car rental companies (currently National, Enterprise or Hertz). Do not take additional collision, accidental death or medical insurance, as the UCLA rate includes this coverage free of charge. Only economy and compact cars are reimbursable. Extraneous expenses, such as rental upgrades, GPS systems, child car seats, etc. are not allowed. For rental cars, gas is reimbursable.
- Ground transportation, such as bus, taxi, subway, shuttle, is reimbursable with receipt.
- You may use your private automobile if you carry insurance necessary to satisfy state law financial responsibility. When using a privately-owned automobile, travelers are reimbursed according to mileage, at the 2017 rate of 53.5¢ per mile, and therefore, gas purchases are NOT reimbursable.

MEALS & INCIDENTAL EXPENSES

Meals are reimbursed on an actual basis. Submit itemized meal receipts for reimbursement. We can no longer accept just the credit card receipt without the itemized dining details. The maximum allotment per day, including gratuity, bellhop tips, etc., is currently \$74. Alcohol and tobacco purchases will NOT be reimbursed. Meals and incidental expenses for travel less than 24 hours cannot be claimed.

OUT-OF-POCKET USE OF FUNDS

In the case of multiple employees or students traveling to the same event, do NOT share or split costs for meals, rooms, transportation, etc. Reimbursement expenses are tracked per individual and not per event; therefore, expenses must be paid per individual only and cannot be shared or split.

TRAVEL REIMBURSEMENT PROCESS

Upon returning from your trip, the receipts must be submitted within 45 days. Failure to submit within this time period may result in the non-reimbursement of funds. All receipts must be affixed with clear tape to 8 1/2" x 11" white paper and placed in chronological order. Do not staple receipts. A complete reimbursement request package includes:

- Original detailed, itemized receipts for ALL expenditures, clearly indicating the amount, method of payment and zero balance.
- Proof of conference attendance, include a copy of conference agenda, schedule, flyer or invitation.
- If using a personal vehicle proof of valid liability insurance is required.
- A completed and signed (by traveler) *Travel Reimbursement Form*

It is the traveler's responsibility to submit all documentation for the entire trip. Even if certain costs were pre-paid by other sources, the reimbursement request package must reflect ALL costs and expenditures associated with the specified trip. Submit completed reimbursement form and receipts to:

Chicana and Chicano Dept. Main Office, 7349 Bunche Hall, Attention: Brenda Trujillo

I, _____ (name), have read and understand the above conditions. I also understand that if I have questions or are unclear on Travel & Entertainment policy, I should ask BEFORE incurring expenses. I also understand that the above conditions only reflect a portion of the UC Policy for Travel and Entertainment and that I should refer to the UC Travel Center website for policy as necessary. I also understand that failure to abide by the *General Conditions for Travel Reimbursement* may result in a non-reimbursement of funds.

Signature of Traveler

Printed Name of Traveler

Date

Re: _____

Scheduled Trip & Location, Purpose, Dates of Travel