

## Travel Reimbursement Request Guidelines

### **Policies and Required Documentation**

- Signed Travel Reimbursement Request
- Original receipts for all expenses
- FOR CONFERENCE REGISTRATION FEES:
  - Receipt for registration (if provided)
  - Copy of the conference registration form or flyer reflecting date, time, location, and registration fee for the conference
  - Copy of the voided check or copy of the credit card statement reflecting the charge for your registration (I will block out your personal information on the statement before submission)
  - *To avoid out-of-pocket registration fees, you can forward your completed registration form at least 3 weeks prior to the registration deadline to TANMS for processing.*
- FOR AIRFARE:
  - Receipt that reflects your flight itinerary, fees, and form of payment
  - Copy of your credit card statement reflecting the charge
  - If you used flight credits, we will need a copy of the above for that flight where the credit originated
  - *To reduce your out-of-pocket expenses, you can arrange your flight travel through UCLA Travel so that it is directly billed to TANMS.*
- FOR MILEAGE/RENTAL CAR:
  - Personal mileage to destinations that can be reached by flight will only be reimbursed up to the lesser amount of either the cost of flying or the cost of renting a car for the travel period.
  - Rental vehicles should be reserved with UCLA's contract rates, which are inclusive of unlimited mileage and required liability insurance.
  - Original receipts reflecting the form of payment are required.
- FOR LODGING:
  - Avoid booking your reservation through third party agents (Hotels.com, Orbitz, Expedia, etc.). An itemized receipt is required and often, third party sites are prepaid and cannot provide the itemized receipt required.
  - Itemized receipt reflecting a form of payment
  - The balance owed on the statement should reflect "0"
  - Make sure that the reservation is under your own name
  - Any restaurant/room service charges should be accompanied by an itemized receipt
- FOR FOOD:
  - Itemized receipt (credit card receipt alone is not sufficient); please note how much you paid for tip on the itemized receipt)
  - No alcoholic beverages
  - Maximum meal allowances per UC Policies apply
  - Meals included as part of the conference registration cannot be reimbursed
  - Meals for single day travel cannot be reimbursed

### **Receipt Submission**

- Receipts can simply be placed in the same envelope with the Travel Reimbursement Request form.
- If you choose to tape the receipts to a sheet of paper, please make sure that the background is white and make sure that the tape you use does not cover any text (some tape will cause text to fade rather quickly).