

## Travel Expense Reference Guide

Expense Category	Notes	Documentation/Information Required	Restrictions	Rates/Maximums
<b>TRANSPORTATION</b>				
Airfare	-Can be prepaid if a Pre-Trip Authorization (PTA) is obtained -Refer to <a href="http://www.travel.ucla.edu">www.travel.ucla.edu</a> for PTA web link	1) Original E-Ticket receipt or printed ticket with itinerary <b>AND</b> 2) Proof of payment <sup>1</sup>	Economy or coach class only	Based on actual costs
Rental Car	-UCLA has preferred agreements with Hertz, National, and Enterprise -Refer to <a href="http://www.travel.ucla.edu">www.travel.ucla.edu</a> for discount codes	1) Original itemized receipt <b>AND</b> 2) Proof of payment <sup>1</sup>	-Economy class only -Upgrades, additional insurance, optional features are unallowable	Based on actual costs
Mileage (Local Transportation)	-Mileage reimbursement covers fuel expenses for the personal car	Number of miles driven supported by: 1) Origin and destination addresses noted in the expense report <b>OR</b> 2) MapQuest or Google Map information printec		51 cents/mile (as of 1/1/2011)
Mileage (In Lieu of Airfare)	-Mileage reimbursement covers fuel expenses for the personal car	Number of miles driven (can be obtained via Google Maps or MapQuest)	Reimbursable up to the cost of coach airfare; an airfare quote is required	51 cents/mile (as of 1/1/2011)
Parking	Can be incurred for personal or rental car	Original receipt for each expense of \$75 or more		Based on actual costs
Local Transportation	Tolls, bus, taxi, subway, shuttle, rail	Original receipt for each expense of \$75 or more		Based on actual costs
<b>LODGING, MEALS, &amp; INCIDENTALS</b>				
Lodging (Domestic)	Not reimbursable if the lodging site is within a 50-mile radius of the traveler's residence or office.	1) Original itemized receipt <b>AND</b> 2) Proof of payment <sup>1</sup>		Based on actual costs
Meals & Incidentals (Domestic)	-Not to be treated as a per diem -Incidentals include tips & service fees (e.g. baggage handlers)	-Receipts are not required under the travel policy but are encouraged to be submitted -Receipts may be requested if the traveler routinely claims the \$64 daily limit	1) Must travel for at least 24 hours <b>OR</b> 2) If total travel time is less than 24 hours, an overnight stay supported by a lodging receipt is required	Based on actual costs but not to exceed \$64/day
Lodging, Meals, & Incidentals (International)	Refer to <a href="http://www.travel.ucla.edu">www.travel.ucla.edu</a> for daily allowable reimbursement amounts	Receipts are not required unless reimbursement for actual expenses	May claim the daily per diem <b>OR</b> reimbursement for actual expenses	Applicable per diem rate
<b>OTHER EXPENSES</b>				
Business Expenses	Includes phone, fax, internet connectivity	Original receipt for each expense of \$75 or more		Based on actual costs
Conference registration fees	Can be prepaid if the request is submitted to Business Office contact prior to the event	1) Completed registration form <b>AND</b> 2) Original itemized receipt with proof of payment <sup>1</sup>	-Meals included <u>within</u> the registration fees are counted as part of the daily meal allowance -Meals purchased <u>in addition</u> to the registration are treated as entertainment and fall under the entertainment rate guidelines	Based on actual costs

<sup>1</sup>Proof of payment is a receipt showing the method of payment:

- Credit card: The card receipt must include the last 4 digits of the credit card number. A bank statement listing the charge may be substituted.
- Check: A copy of the front and back of cashed check. A bank statement's copy is acceptable.
- Cash: A receipt showing payment was made in cash.

**Additional Notes:**

- All travelers are required to pay for their own travel expenses.
- All travel reimbursements must be submitted into the Travel Express Reimbursement system within 21 days after the trip completion.
- Please ensure an appropriate business justification is provided with all travel reimbursement requests.
- UCLA does not reimburse for travel packages purchased through any internet vendors (e.g. Expedia, Travelocity, Orbitz) unless an itemization of each expense type can be provided.