

TRAVEL REIMBURSEMENT GUIDELINES

In General:

- Travel expenses are not reimbursed in advance.
- Original receipts must be turned in within 5 days of completion of travel.
- Receipts can be submitted for transportation, hotel, and conference-related registration fees, receipts for food/beverages, and other personal expenses are not reimbursable.
- UC policy requires that travel reimbursement be made during the same fiscal year the trip occurred (July 1 – June 30). The department will not approve retroactive travel funding requests or process reimbursements from the previous academic year. If your trip takes place in late June, please make special arrangements with Dacia.

Receipts and Proof of Payment: Original, itemized receipts are required for all reimbursements. Receipts must show:

- Date of purchase;
- Item description;
- Itemization (separate the cost of each item, for example: room rate, tax, service fees) and total cost;
- Method of payment (cash, credit card, check); if an expense is paid by check, the University also requires a copy of both sides of the canceled check OR a copy of the front of the check and the bank statement.
- IMPORTANT: Please use your own credit card to pay for your expenses. ***UCLA cannot reimburse expenses paid on your behalf by another person.***
- ***Online packages which combine airfare and hotel are not reimbursable***, unless you can obtain itemized receipts for both airfare and lodging.

Airfare:

- Only coach class airfare can be reimbursed.

Rental Cars/Ground Transportation:

- Only compact cars will be reimbursed.
- Insurance costs will NOT be reimbursed. The University has negotiated rates with many rental companies and all of these rates include insurance. Please check the travel web site for current rates and companies: (<https://www.travel.ucla.edu/air-car-hotel/car-rental-contract-rates>). Be sure to specify the appropriate UCLA corporate ID when making reservations. If the rental agent offers additional insurance when you pick up the car, you should decline it, and confirm that the UCLA corporate ID is on the agreement.
- For taxi, shuttle, train, bus, and all other ground transportation expenses, original receipts are required. Travelers must use the most economical mode of transportation.

Automobile Mileage:

- Reimbursement for mileage on personal automobiles is only appropriate when the cost of the mileage is less than or equal to the cost of airfare or public transportation.
- The car used must be insured as prescribed by California law. Proof of insurance is required.

Non-Reimbursable Expenses:

- First and business class airfare.
- Unauthorized extra class rail or airfare or any other type of upgrade.
- Personal telephone calls.
- 3rd party reimbursements (example: your hotel/air fare was paid by another person on your behalf).
- Online packages which combine airfare and hotel.
- Out-of-route costs involving personal business.
- Expenses incurred when you are not conducting university business, such as extra days before and/or after conference participation.

Department of Germanic Languages
Conference Support for Graduate Students
Submit to Chair for Pre-approval

Name: _____ UID# _____

UCLA Email: _____ How many years in Program: _____

Currently Employed at UCLA, i.e., GSR/TA? Yes No

Address: _____
Street City State Zip

Conference name: _____

Conference dates: _____

Conference location: _____

Title of Paper: (Please attach letter of invitation [email is fine] and a conference program):

Budget: Transportation \$ _____

Lodging \$ _____

Registration \$ _____

Total amount of application: \$ _____

Student signature _____ Date: _____

Chair signature _____ Date: _____

Total amount approved: \$ _____

- Please note that we will only be able to support graduate students presenting papers.
- Please note that funds are limited and that conference funding will be determined on a case by case basis.
- All receipts and accompanying documentation must be submitted to Carolyn EmBree **within 5 days of completing travel.**