

CONFERENCE TRAVEL REIMBURSEMENT GUIDELINES

Documentation Required for Conference Travel Reimbursement:

1. Acceptance of your talk and/or poster
2. Itemized receipts for expenses you claim
3. Documentation of proof that you paid these expenses (credit card or bank statement must bear your name and the name of the credit card company/bank)

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).** *New 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. Airfare, and other travel costs, may be reimbursed as soon as receipts, proof of payment, and documentation of talk/abstract are turned in. Be sure to save your ticket/itinerary receipt.

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.** Also lodging expenses are not reimbursable prior to the trip, nor are lodging expenses reimbursable for travel within a 50-mile radius of student's home or UCLA, whichever is the point of departure. An original itemized receipt for lodging is required. Printouts of hotel reservations made online are not considered acceptable documentation – you must have the hotel provide an original, itemized receipt.

REGISTRATION FEES: Conference registration fees may be reimbursed as soon as receipts, proof of payment, and documentation of talk/abstract are turned in. Non-business related expenses, such as social functions, golf, cruises, will NOT be reimbursed. Abstract submission fees will not be reimbursable.

TRANSPORTATION: Do not take additional collision, accidental death or medical insurance, as the UCLA rate includes this coverage free of charge. Only economy and compact car rental is 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, are reimbursable with receipt. Receipts from a taxi or shuttle service must be clearly legible and include the name of the service, the date, and the total fare

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 current rate of 54¢ per mile, and therefore, gas purchases are NOT reimbursable

MEALS & INCIDENTAL EXPENSES: Reimbursement for meals and incidental expenses (poster printing, etc.) is not available.

OUT-OF-POCKET USE OF FUNDS: In the case of multiple employees or students attending the same event, you may share a room or transportation with others, but you must be able to provide an **individual bill and receipt**, as well as **proof of payment** for your bill. Expenses must be paid and reimbursed per individual only.

Please retain for your own records, copies of any documents, receipts, and proof of payment that you turn in for your conference travel reimbursement.