

The Story of Your Travel

AKA Travel Reimbursements

Chancellor Yang keeps a journal when he travels and jots down every event, hotel, meal, expense so that his reimbursement request tells the complete story.

Please fill out the reimbursement worksheet COMPLETELY and have ALL the documentation to tell the WHOLE story of your travel. Incomplete forms will be returned to you and reimbursement delayed.

- WHO?** Names, Employee ID#, Address, Phone, Email Address, Date, City of Residence, Home Campus. Pay for everything yourself. Purchases must be in YOUR name.
- WHY?** The purpose of your travel (more details than just “research” & provide proof of attendance for conferences)
- WHERE?** Your destination
- WHEN?** Initial departure date and return date, any personal time.
- SHARING?** Don't. Get a separate reservation in your name for lodging. Don't share accommodations unless you get a separate receipt with your name, the amount you paid, and proof of payment. Get separate itemized receipts for your meals. Don't turn in a bill for \$100 for 4 people and your amount highlighted.
- EAT?** ORIGINAL ITEMIZED RECEIPTS for all meals and meals listed on daily log up to \$62 per day. No alcohol or guests covered. Per diem available for foreign travel only. Grocery purchases should separate food from non-food items on separate receipts.
- SLEEP?** Foreign travelers can claim per diem, domestic must have ORIGINAL ITEMIZED RECEIPTS showing proof of payment.
- FLY?** ORIGINAL ITEMIZED RECEIPTS and proof of purchase for tickets. Unless direct billed to department by UCLA travel.
- DRIVE?** Original rental car receipt and proof of payment if applicable. Google Maps printout showing route and number of miles. Proof of insurance and vehicle license plate if using a personal vehicle.
- TAXI? BUS? UBER? LYFT?** Original receipts with your name and proof of payment.
- TRAIN?** Original receipts with your name and proof of payment.
- EXTRAS?** ORIGINAL ITEMIZED RECEIPTS.
- SIGNATURES?** WET SIGNATURES ARE REQUIRED; DOCUSIGN is acceptable. Exceptions can be made for travelers not returning to campus to provide an email endorsement.
- LOST A RECEIPT?** Complete the Lost Receipt Form for EACH receipt. Include DATE, AMOUNT, DESCRIPTION. Sign with a WET SIGNATURE or with digital signature via DOCUSIGN.

ORIGINAL ITEMIZED RECEIPTS? YES!

SCANNED RECEIPTS? YES in CONCUR!

NON-ITEMIZED RECEIPTS? NO!