URC/CARE Student Travel Reimbursement Guidelines

All travel reimbursements are processed using an on-line system accessible only by departmental administrative staff. This sheet and our travel reimbursement form are meant to help travelers organize their receipts and expenses and to provide clear information for approval and processing. If you have any questions, please contact Chrissy Franks (cfranks@lifesci.ucla.edu), URC/CARE Program Representative.

In General:
- **Your travel reimbursement form and receipts must be submitted within 1 week of your return date.**
- No expense may be *reimbursed* in advance of your trip.
- In all cases where there is more than one possible policy regarding expenses, the strictest policy must be observed.
- Third Party Reimbursements are not permitted (i.e. you must pay for your own expenses).

Travel:
- Travelers are required to use the most economical mode of transportation by the most frequently traveled route.
- **Airfare:**
  - Only coach class airfare will be reimbursed.
  - *Fly America Act:* If the funding for the project is Federal, you may only use US carriers when booking air travel.
- **Registration Fees:** you must include a receipt or registration confirmation that shows: your name, the cost of registration, the method of payment, and confirmation that the payment has been made in full.
- **Rental Cars:**
  - Please contact Chrissy Franks if you plan on making use of a rental car. You must receive prior approval for reimbursement.
- **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 public transportation. You must include *proof of mileage*, such as on-line directions with mileage shown from [www.mapquest.com](http://www.mapquest.com). The reimbursement rate is $0.50/ mile. We cannot reimburse for gas purchases, even with a receipt.
  - The car used must be insured as prescribed by California law.
- **Non Citizens** who are not employed by the university must meet additional requirements and submit additional documentation when requesting travel reimbursements. Please contact Chrissy Franks (cfranks@lifesci.ucla.edu) prior to traveling for details.
- **Motorcycle Use:** is not permitted and under no circumstances will their costs be reimbursed.

Proof of Payment:
- **Original, itemized receipts are required for all reimbursements.** All receipts must show:
  - the date of purchase
  - traveler’s name
  - description of what was purchased (If Airfare, must include detailed itinerary)
  - the total cost of purchase
  - method of payment (Cash, Credit Card, Check).
- Carefully check any on-line receipts to be sure that they are itemized and include all the information listed above.
- Some credit card receipts are insufficient for the University auditors and they will sometimes also request a credit card statement.
- 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.
- **Separate bills are required for shared expenses, including hotel rooms, if you are seeking reimbursement.**
- Please use your own credit card or checking account to pay for your expenses. Third party reimbursements are not permitted.
- **For hotel expenses an Itemized bill showing amount of room rate, taxes, surcharges, etc. is required.** Most internet vendors (such as Hotels.com) will provide itemized receipts for hotel charges, if asked. Please be sure to obtain an itemized receipt before submitting this form.
  - **Helpful Hint:** Most bank and credit card statements are now available on line so you can print them out as soon as the expense has cleared. This way you won’t have to wait for a monthly statement to arrive in the mail.

University of California Traveler Insurance Coverage

All employees and students traveling on official University business are eligible to sign up for an expanded travel accident insurance policy offered by UCLA. In addition to typical coverage for accidental death and dismemberment, the policy includes coverage for emergency medical evacuation, out-of-country medical expenses, loss of personal effects, security extraction and repatriation of remains. For sign up information and details visit: [http://www.uctrips-insurance.org/](http://www.uctrips-insurance.org/)

This brief document is an attempt to cover the most common issues. Please feel free to contact Chrissy Franks (cfranks@lifesci.ucla.edu), URC/CARE Program Representative, if you have any questions regarding URC/CARE Travel Reimbursements for students.