

## **TRAVEL GRANT REIMBURSEMENT RULES**

A maximum of \$300 may be reimbursed per student for domestic travel and a maximum of \$500 may be reimbursed per student for international travel. The travel grant may be used to cover:

- ❖ Airfare (please provide a copy of your itinerary and a receipt for the total charges)
- ❖ Ground transportation (train, bus fare, taxi, etc.)
- ❖ Conference registration (but not membership fees)
- ❖ Mileage (within a certain radius of UCLA no farther than approximately San Francisco and Las Vegas, and not to exceed cost of one round-trip air ticket)
- ❖ Lodging/hotel costs (itemized bill showing amount of room rate, taxes, and any surcharges required). Splitting a room with another individual can be reimbursed only if separate invoices are issued to each person with their respective charges.

A travel grant cannot be used to cover:

- ❖ Gas (gas costs are computed into the mileage reimbursement rate)
- ❖ Prepaid packaged trips (airfare & hotel packaged deals)
- ❖ Meals/food purchases
- ❖ Membership fees (even if required as part of registration)
- ❖ Any other expenses not previously approved for reimbursement

**Itemized receipts are required for all reimbursements.** These receipts must include:

- Date of purchase
- Traveler's name
- Description of what was purchased
- Total cost of purchase
- Method of payment
- Indication that payment was made by the traveler

Other rules governing travel grant reimbursements:

- A registration badge or some other proof of conference attendance, in addition to reimbursement receipts, must be provided.
- Once the pre-approval form has been reviewed and approved, the reimbursement will not be processed until after travel is complete and all appropriate receipts have been submitted with the completed Travel Grant Reimbursement Worksheet.
- If costs are shared with another traveler, a separate bill/invoice for each person's expense must be obtained for the amount being submitted to be reimbursed.
- Third-party reimbursements are not permitted; all expenses must be incurred by the traveller seeking reimbursement.