

Department of Bioengineering

TRAVEL GUIDELINES & REIMBURSEMENT POLICY

<http://www.bioeng.ucla.edu/resources/trave-guidelines-reimbursement-policies>

Reimbursements for research / work related travel includes transportation to and from research / work functions(s), meals, hotels and registration fees. Traveler is responsible for all other personal / extracurricular activities during travel period.

PAYMENT OF EXPENSES ON BEHALF OF OTHERS

Do not pay for anyone's travel expenses other than your own (applies especially towards meal expenses and airfare). You will not be reimbursed for expenses paid on behalf of other persons except in the case of co-travelers who are sharing a room. Please use your own credit card for payment of your travel expenses. Do not use your spouse or parent's credit card to pay for travel expenses.

REIMBURSEMENT FOR INTERNET PACKAGE DEALS

Many internet booking agencies, such as Expedia and Orbitz, offer discounts on package deals that include a combination of travel expenses purchased together (such as airfare and lodging). While they often provide a cost savings, these packages deals rarely include the documentation requirements necessary for University reimbursement.

If a breakdown of all expenses and applicable taxes (such as airfare, airfare tax, room rate per night and room tax per night) cannot be provided by the vendor, UCLA cannot reimburse this expense. The IRS requires that receipts provide a certain amount of detail, and if that detail is not provided by the vendor, IRS requirements have not been met.

CAR RENTALS

Should your travel require a car rental and refueling costs, you must receive prior approval from your PI. Please retain approval in writing for the department. Please note that UC will not reimburse you for rental car insurance fees, upgrades, and navigation features. Please decline car rental insurance fees. Reimbursement for gas is allowable on car rentals. Please see Apryll Chin to book car rentals paid direct.

LODGING REIMBURSEMENTS

Maximum allocation for lodging is \$150.00 per night unless otherwise approved by your PI. UC will not reimburse for incidentals during hotel stay. Hotel receipts must be itemized.

MEALS & IE FOR DOMESTIC TRAVEL

- **For Travel more than 24 hours:** Itemized receipts are **required** for all meals to show actual meal cost per individual and alcoholic beverage restrictions. UC will not reimburse you for exceeding the maximum allocation of \$64/per day. If you cannot provide receipts for meal purchases, you will be reimbursed a maximum of \$25/day provided that you submit a signed memo with business justification.

- **For Travel less than 24 hours:** Section VIII.C. prohibits the reimbursement of meal expenses for travel of less than 24 hours unless the traveler is away from his or her home overnight *as supported by a lodging receipt* or other evidence explaining why the traveler was unable to obtain a receipt. Reimbursement for meals will be approved according to your time of departure and return from research/work related function(s). See examples at: <http://www.ucop.edu/ucophome/policies/bfb/g28e.pdf>

MILEAGE FOR USE OF PERSONAL VEHICLE

Effective January 1, 2011, the mileage reimbursement rate is 51 cents per mile. Please note that if you use your own car, you cannot claim reimbursement for gas and tolls. When private cars are used on University business, the employee must certify that the vehicle has the minimum liability coverage prescribed by UC Policy G-28:

- \$50,000 for personal injury to, or death of, one person.
- \$100,000 for injury to, or death of, two or more persons in one accident.
- \$50,000 for property damage.

TRAVEL SECURITY AND HEALTH COVERAGE BENEFITS

<http://map.ais.ucla.edu/go/1003923>

All University travelers, including employees, medical residents, students, and fellows, are covered worldwide, 24 hours a day, for a wide variety of accidents and incidents while on official travel status. The coverage includes accidental death, accidental dismemberment, paralysis, and permanent total disability. The coverage also includes travel assistance services when the traveler is 100+ miles from his or her home or headquarters, such as:

- Security extraction (security extraction is not subject to mileage limitation),
- Emergency medical evacuation and repatriation,
- Repatriation of remains,
- Out-of-country medical,
- Loss of personal effects (employees only), and
- Other travel assistance services.

Registration for Travel Outside of California:

<https://www.uctrips-insurance.org/servlet/guest?service=0&formId=2>

Accurate information on travel plans is needed in order to deliver the services and protections the travel insurance policy offers. As such, all employees on University business and students participating in UC-sponsored programs traveling out of state or overseas are required to register their travel plans prior to departure. Register using the Business Traveler Insurance form in Related Information or make your travel arrangements through the UC Travel Center. All arrangements booked through the UC Travel Center will automatically be routed to iJet for international travel alerts and on to ACE for registration. You will receive a Confirmation of Coverage card after registering. Carry the card during your trip; it will help you obtain services. Upon registration, you'll also receive a list of telephone numbers for medical emergency care or travel assistance.

Booking travel through Connexus automatically enrolls the traveler in the insurance program for travel outside of California; otherwise the traveler must register at:

<https://www.uctrips-insurance.org/servlet/guest?service=0&formId=2> complete the Traveler Insurance form before an out-of-state trip occurs . Registration is not required for travel within California as coverage is automatic.

REQUIRED REIMBURSEMENT DOCUMENTS CHECKLIST

Please submit all documents to Apryll Chin in 5121 Engineering V

- Travel Reimbursement form can be found at link below:
 - <https://www.bioeng.ucla.edu/resources/trave-guidelines-reimbursement-policies>
 - Completely filled out and signed by your faculty advisor upon completion of travel).
 - Do not submit reimbursement paperwork months after business travel.
 - Explanation of business purpose required. **Spell out all Acronyms.**
- MEALS – Submit **itemized receipts** for all meals. If you do not have receipts, you must provide a signed memo with business justification and actual amount of meals.
- For Faculty - Entertainment during travel with Non-UC employees, provide name and affiliation of attendee(s).
- Registration / Conference Fees - Registration confirmation required w/ proof of payment (ie.1234-1234-1234-xxxx or provide credit card statement).
- Proof of Payment – For hotel, airfare, & registration receipts that do not display the last four digits of your credit card number or if you paid by check, please provide proof of payment (credit card statement or return check).
- Claiming mileage – please use Mapquest or Yahoo to map out your start to destination point to obtain proof of mileage and attach along with travel reimbursement request form. Please include your license plate number on Travel Reimbursement Form for all mileage reimbursement.
- Written approval from your faculty if lodging is more than \$150/per night.

**ALL INCOMPLETE TRAVEL REIMBURSEMENT REQUESTS
WILL BE RETURNED TO YOU**

**QUESTIONS ABOUT TRAVEL POLICIES, REIMBURSEMENTS, TRAVEL
ARRANGEMENTS?**

**CONTACT APRYLL CHIN
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