Updated September 2025

TRAVEL GUIDELINES & REIMBURSEMENT POLICY

Policy BFB-G-28: http://policy.ucop.edu/doc/3420365/BFB-G-28

Please visit: http://www.travel.ucla.edu for additional information and helpful travel resources.
Travel Form: https://www.bioeng.ucla.edu/resources/
Staff Assistance: https://www.bioeng.ucla.edu/staff-2/
Submit Request(s) to: BEorders@hsseas.ucla.edu

Attention: Reimbursements to be issued for research/work related travel only which includes transportation to and from research/work function(s), meals, and registration fees. Traveler is responsible for all other personal/extracurricular activities during the travel period.

TRAVEL REIMBURSEMENT SUBMISSION

Travel Reimbursements should be submitted as soon as possible but no longer than **45 days** after the end of the trip or when the travel occurred. Please note that there will be no more exception requests for travel reimbursements that are submitted after the fiscal year end closing deadline (usually 3rd week in June) unless you traveled the last week of June and will not be back until July of the next fiscal year.

All travel reimbursement requests should be submitted within 45 days of the travel or event. If submissions are made after 45 days, the amount of the travel or event expenses may be imputed as income to the employee on the employee's W-2 unless there is a reasonable justification for the late submission. In all cases, if the submission is made more than 6 months after the end of the trip or event, income will be imputed on the employee's W-2.

PAYMENT OF EXPENSES ON BEHALF OF OTHERS

Do not pay for anyone's travel expenses other than your own (applies especially towards meal expenses). University travelers shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room. Exceptions to this rule, such as supervised group trips, must be approved in advance. (See Section VIII.D, Payment of Group Subsistence Expenses, for more information.)

TRAVEL OVER 30 DAYS

Please seek advance approval for all trips longer than 30 days. Please email BEorders@hsseas.ucla.edu and someone will assist by requesting the approval with Travel Accounting.

AIRFARE

Airfare can be purchased through the UCLA Travel Center which can be paid directly using university funds to avoid out of pocket expenses for the traveler. Travelers can choose to purchase their own airfare and get reimbursed after the trip. Please note that airline upgrades such as paying for premium economy or economy plus seats are not reimbursable. Please try to purchase the lowest airfare when given the choice of two identical flights.

If vacation days comprise over 50% of international trips longer than one week in duration, UCLA will prorate airfare and other general expenses between vacation and work days. In order for UCLA to pay for even a prorated portion of the airfare, the primary purpose of the trip must be UCLA business, not personal.

If the travel reimbursement will be charged to a federal fund, it is required to use US carriers unless there is an exception in the Open Skies Agreement for flights to Europe and Japan. https://grants.nih.gov/grants/policy/nihgps/html5/section_4/4.1.11_fly_america_act.htm

Receipts need to show flight information (Date, Location, Travel Class) and method of payment (last four digits of card number and amount total) when submitting for reimbursement.

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 package deals rarely include the documentation requirements necessary for University reimbursement. Travel Packages Purchased from Internet Vendors. Travel "packages" offered by Internet vendors typically do not include itemized expenses. Therefore, no business-related travel should be booked through such vendors unless the traveler has confirmed that each aspect of the package will be separately itemized (e.g., itemized hotel charges, airfare, car rental, etc.) to assure appropriate documentation for 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. Please refer to section I.2.b. Of the G-28 bulletin for this policy. http://policy.ucop.edu/doc/3420365/BFB-G-28#page=42&zoom=auto,69,264

OPTIONS FOR PAYING CONFERENCE REGISTRATION FEES

Travelers must often pay registration fees for conferences, conventions, meetings of professional or learned societies or community organizations. Receipts and a completed copy of the meeting registration form provided by the conference sponsor are required for all registration fee payments, regardless of the amount. Acceptable registration receipts must clearly document the form of payment used for the expense.

Please be aware of the following considerations when submitting the form for reimbursement:

- A copy of the registration form is required for any direct payment or reimbursement.

- Any expenses appearing on the registration form that are not business related must be deducted from the total payment.
- Meals included in the registration fee must be deducted from the daily per diem claim (for foreign trips) and meals should not be claimed on domestic trips if included in the registration fee.
- Training, development, membership and subscription fees are not considered travel expenses and should be submitted through Accounts Payable, unless it is absolutely necessary that they be purchased in conjunction with the registration fee, such as cases in which they provide a cost savings to the University.

https://travel.ucla.edu/policy-resources/options-for-paying-conference-registration-fees

There are three payment options for registration fees:

Have UCLA pay your registration fee directly to the vendor.	Mail a copy of the registration form with a BruinBuy order number to the UCLA Travel Accounting office at the address listed below. The BruinBuy order must show the conference as the payee and the conference sponsor's mailing address. Make sure the BruinBuy order number, registrant's name and the registration due date are clearly indicated on the registration form. A check will be sent directly to the conference sponsor.
Pay with your UC Travel & Entertainment Card.	Registration fees charged to the Travel & Entertainment card can be reimbursed in advance of the conference if the claim is submitted through Express. The payment will be sent and directly credited to your T & E account.
Pay with your own funds (such as a personal credit card or personal check).	Submit a reimbursement claim after the trip has been completed. Registration expenses paid with personal funds cannot be reimbursed in advance of the conference.

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Pay with your UC Travel & Entertainment Card.	Registration fees charged to the Travel & Entertainment card can be reimbursed in advance of the conference if the claim is submitted through Express. The payment will be sent and directly credited to your T & E account.
Pay with your own funds (such as a personal credit card or personal check).	Submit a reimbursement claim after the trip has been completed. Registration expenses paid with personal funds cannot be reimbursed in advance of the conference.

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. Please view staff on BE Resources on whom may be able to assist in booking car rentals through UCLA Fleet Services so that it may be paid directly. For a list of car rental contract rates, please go to: https://travel.ucla.edu/air-car-hotel/ground-travel/car-rental-contract-rates

HOTEL LODGING REIMBURSEMENTS

The University of California Office of the President (UCOP) has increased the maximum lodging rate for business travel of less than 30 days within the continental United States (48 contiguous states and the District of Columbia) from $275 to **$333 per night** (not including taxes and mandatory hotel fees).

This increase is effective for travel that occurred on and after January 1, 2024, but only applies to expense reports that were created and submitted in Concur after April 19, 2024.

NOTE: UC does not allow for reimbursement of package deals from internet vendors such as Expedia, Orbitz, Hotwire, Travelocity, and etc., **unless the required receipt documentation (airline passenger receipt and itemized hotel folio) can be provided**.

Daily domestic hotel rates should not exceed 200% of the federal per diem guidelines and daily international hotel rates should not exceed 300% of the federal per diem guidelines located at:

- **Domestic rates:** https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcontent104877
- **International per diem rates:** https://aoprals.state.gov/web920/per_diem.asp .

Travelers should obtain advanced approval (i.e., prior to the hotel stay) of hotel fees in excess of these guidelines.

Reimbursement is based on the amount actually incurred, and is subject to a maximum dollar limit. Original, itemized receipts for all lodging expenses as well as any entertainment expenditures included in the lodging claim are required for reimbursement.

As per policy G-28, Lodging is **not** reimbursable if the lodging site is within a **40-mile radius of the traveler's residence or office.**

MEALS & IE

https://travel.ucla.edu/policy-resources/reimbursement-allowances-mileage-meals

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 $92/per day (**Expenses incurred on or after October 1, 2024**). The

amount the traveler actually paid while on University business, subject to a limit for each full day on travel status. Please note this is not a per diem

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).

TRANSPORTATION

Travelers are advised to use taxis, shuttles or other relatively inexpensive methods for transport to and from the airport. When a driver is needed, an adequate business justification specific to the event is required.

Individuals traveling alone who need rental cars should select an intermediate or smaller car. Excess charges for larger cars need proper business justification; the traveler may be asked to pay the difference between an intermediate and larger car if the business justification is inadequate. Advance permission is recommended.

Tips should not exceed 20% of the transportation costs. The traveler may be asked to pay the difference between a 20% and larger tip.

MILEAGE FOR USE OF PERSONAL VEHICLE

Effective January 1, 2025, the mileage reimbursement rate is **70 cents per mile**. When private cars are used on University business, the employee must certify that the vehicle has the minimum liability coverage prescribed by UC Travel Guidelines:

- $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.

NOTE: You cannot be reimbursed for gas if you claim mileage for using your personal automobile for the trip. You can only be reimbursed for gas if you have used a car rental.

TRAVEL SECURITY AND HEALTH COVERAGE BENEFITS

https://irm.ucla.edu/travel-insurance

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:

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 Connexxus automatically enrolls the traveler in the insurance program for travel outside of California; otherwise the traveler must register at: https://irm.ucla.edu/travel-insurance and 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

Travel Reimbursement form

- Form can be found on BE Resources (https://www.bioeng.ucla.edu/resources/)
- Completely fill out your form, include an FAU/Recharge ID and ensure it is 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.**
- If you are a UCLA Employee, be sure to add staff as a delegate to input your reimbursement request. Once it is complete, staff will contact you to submit. (You can find how to "Add or Remove a Delegate" on the Travel Reimbursement form)
- If you are not a UCLA Employee, you will be created a "Guest Profile" and will have the option to receive payment by Zelle or a check will be mailed. (View your travel reimbursement form for what is needed next)
- **All receipts must be itemized and include proof of payment**

(e.g: BruinVisa ****- ****-****-1234 or provide a credit card statement)

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 & Business expenses during travel with UC employees & Non See Policy BUS-79 (https://policy.ucop.edu/doc/3420364/BFB-BUS-79) which addresses reimbursements for business meals and entertainment.

- Please provide the name and affiliation of all attendee(s).
- Flyer/Invitation if applicable
- Itemized Receipt

Effective September 1, 2025, the maximum per person amounts for the reimbursement of business and entertainment meal expenses thereafter will be as follows:

- Breakfast $34
- Lunch $59
- Dinner $103
- Light Refreshments $24

Registration / Conference Fees

Registration confirmation required w/ proof of payment. (e.g: BruinVisa ****- ****-****-1234 or provide a 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 (e.g: BruinVisa ****- ****-****-1234 provide credit card statement or return check).

Claiming mileage

Please use Maps, Google Maps or Yahoo to map out your start to destination point to obtain proof of mileage and attach along with travel reimbursement request form. Note: If you claim mileage, you cannot be reimbursed for gas. You can only be reimbursed for gas if you have a car rental.

US Hotel Cap

Written approval from your faculty and a business justification if lodging is more than $333/per night.

ALL INCOMPLETE TRAVEL REIMBURSEMENT REQUESTS WILL BE RETURNED TO YOU.

Please visit: http://www.travel.ucla.edu for additional information and helpful travel resources.
Travel Form: https://www.bioeng.ucla.edu/resources/
Staff Assistance: https://www.bioeng.ucla.edu/staff-2/
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