

UCLA GRADUATE DIVISION

GENERAL CONDITIONS FOR INSTITUTE OF AMERICAN CULTURES (IAC) TRAVEL

AIRFARE

- All airfare, hotel, and car rental receipts must be itemized. Do NOT book travel packages that include hotel + airfare + rental car for one price (i.e. Expedia, Travelocity).
New UC Policy prohibits purchase of travel/vacation packages from Internet vendors. These packages lump airfare, hotel, and car rental into a package price, and therefore, travelers are unable to obtain itemized documentation as required by the IRS.
- Only aircoach fares are reimbursable. Airfare, and other travel costs, will not be reimbursed in advance of a trip. To avoid using out-of-pocket, personal funds, please contact the appropriate Ethnic Studies Center to reserve your flight through the UCLA Travel Center.

LODGING

- Likewise, only hotel room rate, room tax, and parking are reimbursable. Extraneous expenses such as gym fee, movies, videos, newspapers, magazines, etc., are NOT reimbursable. Also lodging expenses are not reimbursable prior to the trip. *(Please note: University employees traveling on official University business are exempt from payment of occupancy taxes as imposed by California cities or counties on transient rental rooms.)*

TRANSPORTATION

- It is encouraged to book rental cars through UCLA's preferred car rental companies (currently National, Enterprise, or Hertz). Do not take additional collision, accidental death, or medical insurance, as the UCLA rate includes this coverage free of charge. Only economy and compact cars are reimbursable. Extraneous expenses, such as rental upgrades, GPS systems, child car seats, etc. are not allowed. For rental cars, gas is reimbursable.
- Ground transportation, such as bus, taxi, subway, shuttles, are reimbursable with receipt.
- You may use your private automobile if you carry insurance necessary to satisfy state law financial responsibility. When using a privately-owned automobile, travelers are reimbursed according to mileage, at the current rate of 50.5¢ per mile, and therefore, gas purchases are NOT reimbursable.

MEALS & INCIDENTAL EXPENSES

- Meals are reimbursed on an actual basis. The maximum allotment per day, including gratuity, bellhop tips, etc., is currently \$64. Alcohol and tobacco purchases will NOT be reimbursed. Meals and incidental expenses for travel less than 12 hours cannot be claimed. For a trip in excess of 12 hours, but less than 24 hours, reimbursement of meals is limited to \$42 for the day.

OUT-OF-POCKET USE OF FUNDS

- Receipts will be reimbursed for IAC Executive Committee pre-approved travel only. If your travel location or activities have changes since your project was approved by the IAC Executive Committee, you must submit a revised budget and justification for Associate Dean M. Belinda Tucker's approval prior to traveling. There will be no exceptions.
- In the case of multiple employees or students traveling to the same event, do NOT share or split costs for meals, rooms, transportation, etc. Reimbursement expenses are tracked per individual and not per event; therefore, expenses must be paid per individual only and cannot be shared or split.

TRAVEL APPROVAL PROCESS

Upon returning from your trip, the *Travel Expense Report* and accompanying receipts must be submitted within 30 days. Failure to submit within this time period may result in the non-reimbursement of funds. All receipts must be affixed with clear tape to 8 ½ x 11" white paper and placed in chronological order. Do not staple receipts. A complete *Travel Expense Report* includes:

- Original detailed, itemized receipts for ALL expenditures, clearly indicating the amount, method of payment, and zero balance.
- Please provide full name, UID #, and mailing address to expedite the payment process. If you are a non-employee, you must provide an off-campus mailing address to send your reimbursement check.
- If using a personal vehicle, proof of valid liability insurance is required.

It is the traveler's responsibility to submit all documentation for the entire trip. Even if certain costs were pre-paid by the Ethnic Studies Center, the *Travel Expense Report* must reflect ALL costs and expenditures associated with the specified trip. A complete travel expense package must include 1) Travel Expense Report and 2) All itemized receipts.

I, _____ (name), have read and understand the above conditions. I also understand that if I have questions or are unclear on UCLA Travel & Entertainment policy, I should ask BEFORE incurring expenses. I also understand that the above conditions only reflect a portion of the UC Policy for Travel and Entertainment and that I should refer to the UC Travel Center website for policy as necessary. I also understand that failure to abide by UCLA Graduate Division's *General Conditions of Travel* may result in a non-reimbursement of funds.

Signature of Traveler

Printed Name of Traveler

Date

Re:

Scheduled Trip Location, Purpose, Dates of Travel

RESOURCES

UCLA Travel Center
10920 Wilshire Blvd., #130
Los Angeles, CA 90024
Mail Code: 143348
www.travel.ucla.edu
Email: travel@finance.ucla.edu

Phone: (310) 206-2639 or (800) 235-UCLA
Fax: (310) 794-2703 Reservations
(310) 794-3509 Travel Accounting
Policies & Procedures:
<http://map.ais.ucla.edu/portal/site/UCLA/menuitem.3f8e7342ad4ca217b66d4ab4f848344a/?vgnextoid=eef2c30e4266e010VgnVCM200000dd6643a4RCRD>