Graduate Student Recruitment
Travel Guidelines and Reimbursement Instructions

You may request reimbursement for out-of-pocket expenses incurred in connection with your visit to UCLA subject to the guidelines below. It is your responsibility to submit a complete reimbursement request package within 21 days of your trip to ensure payment. A complete package includes:

- Signed, complete Travel Reimbursement Request Form
- Original itemized receipts for all expenditures
- Additional required documentation as described below

To request reimbursement send the complete package to:

UCLA Graduate Programs in Bioscience
Attn: Travel reimbursement
Box 951570
Los Angeles, CA 90095-1570

If you have any questions about whether a cost is reimbursable, please ask your UCLA contact prior to incurring the expense.

Airfare and Train fare

For most of attendees, airfare was paid directly by the university. However, if you paid out-of-pocket (e.g. to share the cost of the airfare with another university) you will need to submit an itemized receipt showing the method of payment. Indicate the portion of the total cost you are requesting UCLA to pay on the Travel Reimbursement Form. If applicable, include copies of correspondence indicating the portion of the cost requested from other parties. Only coach airfare is reimbursable.

Out-of-pocket expense for train fare is reimbursable with an itemized receipt showing the method of payment.

Note: Per IRS requirements, travel packages that include hotel + airfare/train fare + rental car for one price (e.g., Expedia, Travelocity) cannot be reimbursed unless each component of the total cost is itemized on the receipt.

Transportation

Ground transportation in Los Angeles between UCLA and the airport or train station (taxi, shuttle, subway, etc.) is reimbursable with a receipt. Receipts from shuttle services or taxis must be clearly legible and include the name of the service, the date, and the total fare. In the case of a shared taxi ride with a single receipt, one of the riders should pay the entire fare and submit for reimbursement.

If you traveled to UCLA in your private automobile, you may request reimbursement for mileage at the prevailing IRS rate. Requests for mileage reimbursements must include a copy of the route traveled (e.g. from an online mapping application) with the total distance to and, if applicable, from the location of travel.

Meals & incidental expenses

Expenses incurred while on travel status for meals or other services (e.g. parking) not provided by the university may be reimbursable with an itemized receipt (a credit card receipt is not sufficient but should be provided, if applicable). Alcohol is not reimbursable. You may only be reimbursed for the cost of your own meals and expenses. We cannot reimburse you if you pay the expenses for another person, even if that person is also a participant in the visit to UCLA.
Special instructions for non-U.S. citizens
In order to have your travel expenses reimbursed by the university you must have an eligible immigration/visa status. Common eligible statuses are F-1, J-1, and B-1/2. In addition, you must submit the UCLA Declaration of Immigration Status by Non-U.S. Citizens form and supporting documentation with your reimbursement request package. Supporting documentation may include a copy of a green card, a copy of a passport admission stamp, or a copy of an I-94 form. (Note: the I-94 form is given to foreign visitors upon entrance into the United States and collected upon departure, so it is important to make a copy of this form before you leave the United States.) When completing the declaration form, indicate your primary purpose as benefiting the university and describe the benefit as graduate student recruitment. Additional information about non-citizen reimbursement is available at https://www.travel.ucla.edu/policy-resources/reimbursements-for-foreign-visitors.

Links to electronic copies of documents
- Travel Reimbursement Request Form http://bioscience.ucla.edu/sites/default/files/ReimbursementForm.xls