

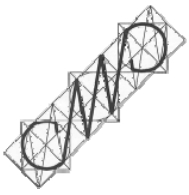
California Mathematics Project Statewide Office Travel Reimbursement Request Guidelines

Policies and Required Documentation

- Signed Travel Reimbursement Request
- Original receipts for all expenses
- FOR CONFERENCE REGISTRATION FEES:
 - Receipt for registration (if provided)
 - Copy of the conference registration form or flyer reflecting date, time, location, and registration fee for the conference
 - Copy of the voided check or copy of the credit card statement reflecting the charge for your registration (I will block out your personal information on the statement before submission)
 - *To avoid out-of-pocket registration fees, you can forward your completed registration form at least 3 weeks prior to the registration deadline to the CMPSO for processing.*
- FOR AIRFARE:
 - Receipt that reflects your flight itinerary, fees, and form of payment
 - Copy of your credit card statement reflecting the charge
 - If you used flight credits, we will need a copy of the above for that flight where the credit originated
 - *To reduce your out-of-pocket expenses, you can arrange your flight travel through UCLA Travel so that it is directly billed to CMPSO.*
- FOR MILEAGE/RENTAL CAR:
 - Personal mileage to destinations that can be reached by flight will only be reimbursed up to the lesser amount of either the cost of flying or the cost of renting a car for the travel period.
 - Rental vehicles should be reserved with UCLA's contract rates, which are inclusive of unlimited mileage and required liability insurance.
 - Original receipts reflecting the form of payment are required.
- FOR LODGING:
 - Itemized receipt reflecting a form of payment
 - The balance owed on the statement should reflect "0"
 - Make sure that the reservation is under your own name
 - Any restaurant/room service charges should be accompanied by an itemized receipt
- FOR FOOD:
 - Itemized receipt (credit card receipt alone is not sufficient); please note how much you paid for tip on the itemized receipt)
 - No alcoholic beverages
 - Maximum meal allowances apply
 - \$64/day maximum with maximum for each meal category as follows:
 - \$26 for breakfast
 - \$38 for lunch
 - \$64 for dinner
 - \$17 for refreshments
 - Paying for someone other than yourself, even for business reasons, cannot be reimbursed unless you are an UCLA employee
 - Meals included as part of the conference registration cannot be reimbursed
 - Meals for single day travel cannot be reimbursed

Receipt Submission

- Receipts can simply be placed in the same envelope with the Travel Reimbursement Request form.
- If you choose to tape the receipts to a sheet of paper, please make sure that the background is white and make sure that the tape you use does not cover any text (some tape will cause text to fade rather quickly).



California Mathematics Project

Travel Reimbursement Request

Full Legal Name:	
Mailing Address:	
street	
city	state zip
Home Phone:	Email Address:
Purpose of Travel:	
Departure Date:	Return Date:
Out-of-Pocket Registration Fees to be Reimbursed (receipt required): \$	

TRANSPORTATION COST (Receipts Required)

Airline Ticket: \$	
Rental Car: \$	Rental Car Refueling Cost: \$

Date of Travel					
Private Car Mileage					
Origin					
Destination					
Parking Fee					
Location					
Shuttle/Taxi Cost					
Destination					
Tolls					

MEAL COST (Itemized Receipts Required)

Date					
Breakfast					
Lunch					
Dinner					
Refreshments					
Daily Total					

LODGING COST (Receipts Required)

Date					
Room Rate					
Room Tax/Fees					
Food/Beverage					
Parking					
Incidentals					

CERTIFICATION

<i>The above is a true statement of expenses incurred by me on official University business on the date(s) shown.</i>	
Signature	Date

Please mail signed Travel Reimbursement Request forms along with original receipts to:

Tsai-Tsai O-Lee
 University of California, Los Angeles
 6364 Mathematical Sciences, Box 951555
 Los Angeles, CA 90095-1555