

## TRAVEL GRANT AWARD AND REIMBURSEMENT APPROVAL

DATE:

NAME:

UID #

Address (If check will not be a direct deposit)

City

State

Zip

TITLE OF CONFERENCE (Please also provide conference website and a photocopy of your invitation)

DATE AND LOCATION OF EVENT:

CURRENTLY EMPLOYED AT UCLA, i.e., GSR/TA? \_\_YES \_\_NO

**THERE ARE SPECIFIC RULES ABOUT CAR RENTALS, HOTEL RECEIPTS AND MEAL EXPENSES, FOR MORE INFORMATION PLEASE COME TO THE ACCOUNTING DEPARTMENT BEFORE YOU TRAVEL.**

**Receipt Requirements:**

- **Originals**, itemized receipts are required for all reimbursements. All receipts must show:
  - The Date
  - What was Purchased
  - The Total Cost
  - Method of payment (Cash, Credit Card, Check)
- Do not “split” bills for hotel rooms, cabs or meals. If you share expenses, the University requires that you obtain a separate receipt and that you pay for your portion yourself.
- If an expense is paid by check the University also requires, a copy of both sides of the canceled check, or copies of the front of the check and the bank statement.
- Some credit card receipts are insufficient for the University auditors and occasionally they will also request a credit card statement.
- ❖ **Helpful Hint:** Most bank and credit card statements are now available on line so you can print them out as soon as the expense has cleared. This way you won't have to wait for a monthly statement to arrive in the mail.

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Travel grant has been approved by \_\_\_\_\_  
Joseph Brown (SAO) \_\_\_\_\_ Date

\_\_\_\_ Event in state (\$150 MAX)    \_\_\_\_ Event out of state(\$300 MAX)

FAU \_\_\_\_\_ (Fund Name: \_\_\_\_\_)

Total to be Reimbursed: \$ \_\_\_\_\_