**UCLA**
COTSEN INSTITUTE
OF ARCHAEOLOGY

# Travel and Entertainment Reimbursement Request Form

Date: _____     Traveler: _____

Email _____     UC Employee:  Yes _____ No _____

Employee ID# _____     City of Residence: _____

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*Non-Employees must complete the following*
Home Address _____
City _____     State _____ Zip Code _____

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**Travel Details:**
Departure Date: _____     Return Date: _____
Traveled From/To: _____

## Provide a detailed business justification for trip (event title and explanation required):
_____
_____
A complete list of attendees with affiliations is required for Entertainment Reimbursements.

**Travel Expense Details:**
Meals Total                                                                    $_____
Please note that meals/tips are reimbursed on an actual basis, subject to a limit for $62 per day and all receipts are required. The meal expenses are not to be treated as a per diem and will not be reimbursed if there is no overnight stay.

Hotel Name:_____                          $_____

Airfare & Airline: _____                       $_____

Car Rental/Gasoline                                                           $_____
Car rental liability is not reimbursable.

Private Car Mileage:     _____                          $_____
Current reimbursement rate $0.58 per mile.

Taxi     $_____ $_____ $_____ $_____                    $_____ Taxi Totals

Taxi     $_____ $_____ $_____ $_____

Other Transportation:     _____                         $_____

Parking                                                                       $_____

Registration/Conference Fee                                                   $_____

Other: _____                           $_____
Please specify ex: baggage fee, abstract fees, tolls, business calls, etc.

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**Total Expense Reimbursement**                                               **$_____**

Tape original receipts, side by side, on a separate sheet of paper. If this includes a reimbursement for the purchase of food, attach the itemized receipt, before submitting. Make copies of your receipts and keep them for your records. Attach credit/debit card statement, you may black-out any unnecessary information (i.e. other purchases balances, etc.) To process only your name, last four digits of account number and the transaction need to be visible. For more information regarding reimbursements go to:https://travel.ucla.edu/policy-resources/reimbursement-allowances-for-mileage-meals

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FAU/Project Code:_____

*All receipts are required and reimbursements be made in accordance with Cotsen Institute of Archaeology/Getty Conservation And University Travel rules and regulations. I certify that the above is true statement, that the expenses claimed were incurred by me on official University Business on the date(s) shown, and that I have original receipts for each expense, as required by University Policy and Cotsen Institute of Archaeology/Getty Conservation. This has not been, nor will be, reimbursed by any other source other than University of California, Los Angeles.*