How to Claim Reimbursement (UCLA):

In order to claim **reimbursement** for your **travel** expenses, you must complete a set of necessary forms and paperwork to provide basic information regarding **reimbursement** check distribution (full name and mailing address) and Visa status (no post office addresses are accepted). The forms are available in your packet during your visit, or can be downloaded from the link below:
http://home.physics.ucla.edu/resources/travel/travel_exp_rpt_form.pdf

The standard procedure is to process payment for all reimbursable expenses based on actual costs. All **travel** and lodging receipts musts be submitted after the expense has been incurred.

When we have all the necessary documentation and receipts, they are submitted to the University **Travel** Accounting for payment. Once received in the accounting office, it typically takes between 5-12 working days for processing, and the **reimbursement** check is then mailed to the address provided to us. The process can be delayed if the documentation does not pass the audit based on the University and Federal Guidelines. So you should expect to receive payment approximately two to three weeks AFTER we have received all receipts.

Travel Expenses: For airfare, our general policy regarding airfare is to cover a direct, round-trip, economy class flight from your home institution to UCLA. Our maximum contribution towards **travel** expenses is stated in your invitation letter. All flights must be booked and/or **ticketed through an American carrier including international.** Also, please **be sure not to book a travel package through an internet vendor or travel agent which includes airfare plus hotel.** To reimburse for **travel** expenses such as airfare, we need the original receipt for the ticket. If traveling with an e-ticket, the e-mail receipt/confirmation with **proof of payment** will suffice. A paper receipt may also be requested at the airline check-in counter. All flight receipts/documentation must include the form of payment. (For example, if the airfare was paid with a credit card, it may include VISA xxxxxxxxx1234).

Receipts are also required for all ground transportation reimbursements. For all taxi, shuttle, train, bus and all ground transportation expenses, **original receipts are required.**

Documentation Requirements (International Travel):

WB or B-1 visa (not a J-1 visa)

The Declaration of Immigration Status by Non-U.S. Citizens form must be completed by any foreign visitor requesting reimbursement of travel expenses. This completed form and a copy of the visitor's I-94 form should be included with the traveler's receipts or the vendor invoice upon submission for payment. Note that the I-94 is given to the foreign visitor upon entrance into the United States and collected upon departure, so it is important to make a copy of this form before they leave.

The Declaration of Immigration Status Form can be downloaded here: http://www.tax.ucla.edu/TRAVEL FORM.pdf