

Receipts

No receipts are necessary for single expenses less than \$75. Receipts are required for all lodging expenses, registration fees, and car rental expenses and for other expenditures of \$75 or more. Original receipts are required. Fax copies of e-ticket confirmations are acceptable, providing they include the passenger name, the amount of the ticket, and the form of payment.

Conference Registration Fees & Hotel Billing Statements

When requesting reimbursement for conference registration fees, the following information must be stated on the receipt.

Form of payment (cash, check, or credit card)
Name of Traveler
Title of the Conference
Date and Amount paid

No extra documentation is required, i.e., cancelled check or credit card statement.

This additional information is specific to conference registration payments because registration fees can be paid directly from University funds (grant funds) via the Campus purchasing system. By providing the above information the traveler certifies that he/she paid the registration fee "out of pocket" and did not use University funds.

Always get a copy of the hotel billing statement even if conference organizers paid the hotel costs. The University records room rate and tax information for IRS purposes.

Foreign Travel

Be sure to book your foreign travel using domestic airlines. Use of US flag air carriers are required for foreign travel using federal research grants in accordance with the provisions of the Fly America Act.

Use of Private Car

When private cars are used on University business, the employee must certify that his/her car has the minimum liability coverage prescribed by California law:

- A. \$50,000 for personal injury to, or death of, one person;
- B. \$100,000 for injury to, or death of, two or more persons in one accident;
- C. \$50,000 for property damage.

Electronic Deposit

Employees may receive travel and other non-payroll payments through electronic deposits made directly to your bank account. New employees are automatically set up for direct deposit for reimbursements when they sign up for direct deposit of their paycheck.

More information about Travel Policies & Procedures can be found at the UCLA Travel Center website: <http://www.travel.ucla.edu>