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|------------------------------------------------|------------------------------|-------------------------------------------------------|----------------|------------------|
| Traveler's Name | | | | UCLA ID # |
| Contact Info | Email | | | Phone |
| UCLA Employee? | YES <input type="checkbox"/> | NO <input type="checkbox"/> List employer & title. | | |
| Mail check to P.O. boxes not allowed | Address Line 1 | | Address Line 2 | |
| | City | State/Province | Zip Code | Country |

Attention Visitors! Non-US Citizens will also need to submit a completed/signed [Declaration of Immigration Status Form](#) & a photocopy of the I-94 visa card (found in passport) prior to completion of trip.

| | | | |
|---------------------------------------------------------------------------------|---------------------------|---------------|---------------------------------------------------|
| Travel Dates | Start | Finish | Personal Day(s) Explain in notes below. |
| Name of Event/Conference write out all acronyms or abbreviations | | | |
| Purpose of travel in detail what/where/when/ & how it relates to UCLA | | | |
| FUNDING Source (Account, FAU# or Recharge ID) | Name of PI/Advisor | | |

Expenses over \$75 require a receipt showing proof & method of payment. You may submit a credit card statement showing the transaction date/description/amount.

Other Mandatory Receipts: transactions involving airfare, car rental, lodging, registration fees, rail, & entertainment. Entertainment receipts must include a guest list.

Lost Receipts? Try to get a replacement or show proof of payment via credit card statement. If that fails, please explain in a signed/dated note & include with receipts.

| Date | Description of Expense | Amount | Method of Payment | Receipt Attached? | |
|----------------------------|------------------------------------------------|--------|-------------------|------------------------------|-----------------------------|
| | Total meal expenses from Page 2 of this form → | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
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| Subtotal | | | | NOTES: | |
| Less Travel Advance | | | | | |

TOTAL REIMBURSEMENT CLAIMED \$

TRAVELER's Signature _____ Date _____

APPROVAL Signature
PI/Advisor or Fund Manager _____ Date _____

DAILY MEALS TOTALS

| City | Date | Amount |
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TOTAL MEALS CLAIMED \$
Enter this amount onto Page 1

\$62

Domestic daily limit for meals is \$64. Foreign daily limits vary by city.
For current UCLA travel policy and resources, please visit www.travel.ucla.edu