

# Travel & Reimbursement Request



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[www.aisc.ucla.edu](http://www.aisc.ucla.edu)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

UID: \_\_\_\_\_

Title: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Meeting/Event Title: \_\_\_\_\_
2. Dates of Travel: From \_\_\_\_\_ To \_\_\_\_\_
3. Business Justification: \_\_\_\_\_
4. Signature: \_\_\_\_\_

Meetings and Travel Expense (attach original, itemized receipt for <u>each</u> expense)		
	DESCRIPTION	AMOUNT
TRANSPORTATION	AIR ( <i>coach rate only</i> )	\$
	RENTAL CAR + GAS	\$
	CAR TRAVEL ( <i>in lieu of air/rental</i> ) _____ miles @ 56.5¢ / mile	\$
	GROUND TRANSPORTATION ( <i>e.g. parking, taxi, shuttle, etc.</i> )	\$
	LODGING	\$
	MEALS AND INCIDENTALS ( <i>actual, up to max \$71/day; attach receipts</i> )	\$
	SUB TOTAL	\$
	LESS EXPENSES	\$
	<b>TOTAL MEETINGS AND TRAVEL EXPENSE</b>	<b>\$</b>
Expense Not Related to Meeting and Travel (attach receipt for any single expense)		
	STATEMENT ATTACHED	\$
	<b>TOTAL REIMBURSEMENT REQUESTED</b>	<b>\$</b>