# Travel Reimbursement Request

**UCLA**

Mechanical and Aerospace Engineering Department

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**Name** ____________________________  **Email** ____________________________  **UCLA ID #** ____________________________  UCLA Employee? **yes** / **no**

**Justification/ Business Purpose of Travel** ________________________________________________________________

**Destination** ____________________________

**Domestic Travel:** Date & time of departure ____________________________  Date & time of domestic return ____________________________

**Foreign Travel:** Date & time of arrival at destination ____________________________  Date & time of foreign departure ____________________________

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## Expenses

<table>
<thead>
<tr>
<th>DATE</th>
<th>MEALS (daily max. of $71)</th>
<th>LODGING (check out amount)</th>
<th><strong>TRANSPORTATION</strong> (add info for airfare &amp; private car)</th>
<th><strong>OTHER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>From - To</td>
<td>Airfare</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Private Car Miles (need proof of distance)</td>
<td>Train, Shuttle, Parking, Tolls, Taxi, etc.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>registration, visa, internet, etc. (be specific)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Cost of &quot;other&quot;</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub-Totals</th>
<th>Sub-Totals</th>
<th>Sub-Total</th>
</tr>
</thead>
</table>

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**TOTAL COST ESTIMATE: ** _____________

*I certify this is an accurate estimate of my expenses for this reimbursement.*

**Traveler signature** ____________________________

**Professor’s name** ____________________________

**Professor approval signature** ____________________________

**UCLA Account (FAU)** ____________________________

**Date signed** ____________________________  **Date submitted** ____________________________

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**Airfare Pre-paid via PTA?** **Yes** / **No**

If yes, provide copy of e-ticket

**THE FOLLOWING ITEMS CANNOT BE REIMBURSED:**

- Rental car insurance and/or navigation system
- Fuel for personal car miles
- Combination packages (air, hotel, rental car, etc.)

**Exception:** itemized expenses