1. Student-employees who have active Concur profiles are required to complete and submit their own Travel Reimbursement Request (Expense Reports). Notify MaeSuppt@seas.ucla.edu when your Expense Report has been completed so we can assign funding. We will notify you when to submit to UCLA Travel Accounting.
   a. The MAE Support Team cannot assign funding to your Expense Report until you have selected Marla Cooper, Diana (Persida) Radu, and Cxain (Zion) Smith as a "Delegate".

2. If you are not a student employee, submit your completed Travel Reimbursement Form (link: https://www.mae.ucla.edu/forms/) to MaeSuppt@seas.ucla.edu.
   a. Submit your Expense Report AFTER it has been approved by your professor.
   b. Submit Expense Report in Excel format for editing purposes.
   c. Send all receipts as attachments (pdf required).
   d. Hand written Reports will not be accepted.

3. Travel Reimbursement Requests are due to UCLA Accounts Payable six weeks after travel (or purchase dates). Submit to MAE Support within 3 weeks after travel to insure timely submission.
4. Business Travel Rates:

a. Only pay for your own travel related costs – do NOT pay on behalf of others. This is against University policy and you risk not being reimbursed.

b. Mileage: The standard reimbursement is $0.67 per mile is in conformance with IRS standards. This amount will be automatically calculated on Concur.

c. Domestic meals and incidental expenses are reimbursed on an actual basis, subject to a limit for each full day on travel status.
   - The daily maximum meal reimbursement limit is $79 per day.
   - Meals and incidental expenses will not be reimbursed unless the entire length of the trip is at least 24 hours or the travel includes an overnight stay verified by a lodging receipt.

d. Entertainment meal maximum rates per person are as follows:

   - Breakfast $31
   - Lunch $54
   - Dinner $94
   - Light Refreshments $22

   - Required documentation for entertainment expenses include: list of attendees, University affiliation and purpose of the event and benefit to the University.
e. Domestic lodging expenses are reimbursed on the amount actually incurred:
   - Actual cost up to **$333 per night** (not including taxes and mandatory hotel fees). The 2024 increase is effective for travel that occurred on and after January 1, 2024, but only applies to expense reports submitted after April 19, 2024.
   - UCLA Finance Accounting requires the itemized hotel receipt for reimbursement purposes.
   - Domestic lodging is not reimbursable if the lodging site is within a 50-mile radius of the traveler’s residence or office, and only if an overnight stay is required.

f. Foreign Travel expenses for Meals & IE, Lodging, and Per Diem Rates shall be reimbursed in accordance with the Federal Maximum Travel Per Diem Allowances for Foreign Areas published by the Department of State:

   https://aoprals.state.gov/web920/per_diem.asp