

MAE Instructions for Travel Reimbursement Requests

Overview of MAE Protocols for submitting Travel Reimbursement Requests:

1. Due Dates: Travel Reimbursement Requests are due to UCLA Accounts Payable six weeks after travel. Submit to Maesuppt@seas.ucla.edu within three weeks after travel to insure timely submission.
 - a. If you miss the 6-week due date, provide a detailed explanation for the late submission.

2. Submit your Travel Reimbursement Request in excel format AFTER it has been approved by your advisor or professor.
 - a. The Travel Reimbursement Form contains formulas that will add column subtotals to generate an Estimated Total Cost. This calculation is required for faculty approval.
 - b. Complete one line-item per receipt; do not combine receipts or input a grand total for meals, ground transportation, etc.
 - c. Send receipts as attachments in the same email trail; pdf format is required.
 - d. Hand written Reports will not be accepted.
 - e. Form link: <https://www.mae.ucla.edu/forms/>
 - f. See attached link for online tutorial links/ resources to create Concur reports:
<https://www.finance.ucla.edu/express/general-user>

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3. Itemized receipts are required for all expenses.
 - a. Receipts should include your first and last name, credit card type (Visa, MasterCard, etc.), and the last four digits of your credit card number.
 - b. If you cannot locate your paid receipt(s), UCLA Accounts Payable will accept a copy of your bank statement that shows your name, address, the last four digits of your account number, and proof of purchase.
 - Redact all but the last four digits of your credit card account number.
 - Highlight the expenses so UCLA Accounts Payable can easily identify charges.
4. 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.

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5. Concur protocols:
 - a. Student-employees who have active Concur profiles are required to complete and submit their own Travel Reimbursement Request AFTER it has been approved by your advisor/professor. Your reimbursement will be based on the approved amount.
 - Notify MaeSuppt@seas.ucla.edu when your Travel Reimbursement Request has been completed so we can assign funding. We will notify you when to approve/ submit to UCLA Travel Accounting.
 - The MAE Support Team cannot assign funding to your Expense Report until you have selected the three MAE Support personnel names as “Delegates” to your profile. Ask MaeSuppt@seas.ucla.edu for these names. Instructions to add delegates:
 - Logon to the Concur website (link: <https://www.finance.ucla.edu/express>) with your Bruin OnLine credentials.
 - Select Profile (top right) > Profile Settings > Request Delegates > add names listed above and select the first five boxes.

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- b. Non-employees and faculty should submit approved Travel Reimbursement Forms (link: <https://www.mae.ucla.edu/forms/>) and receipts to MaeSuppt@seas.ucla.edu.
- If you do not have a Concur account, send the following information to MaeSuppt@seas.ucla.edu so we can set up a "Guest Profile" in the UCLA Concur Travel Reimbursement system on your behalf. The set-up process takes one full day, and is required to facilitate pre-travel arrangements, travel reimbursements and general reimbursements.

Required information to set-up a Guest Profile for non-employees:

- Full Name; first, middle and last names required
- Home mailing address; POB is not acceptable
- U.S.A. Cell Phone number
- Email address
- Specify your preferred reimbursement method: Direct Deposit (Zelle) or paper check
- Provide your associated Zelle phone number and email address

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Detailed instructions for completing Travel Reimbursements:

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

2. Domestic meals and incidental expenses for students are reimbursed on an actual basis, subject to a limit for each full day on travel status. Domestic meals and incidentals for faculty can be reimbursed on an actual or per diem basis.
 - a. The daily maximum meal reimbursement limit is **\$79** per day.
 - b. 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.

3. The maximum per-person rates for faculty entertainment meals 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.

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4. Domestic lodging expenses are reimbursed on the actual amount incurred:
 - a. 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 that were submitted after April 19, 2024.
 - b. 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.

5. 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