

MAE Expense Reimbursement Request Instructions

1. Low Value Order/LVO Policy 741 , specifies a **\$1,000 limit** has been established for reimbursements for purchases other than travel, entertainment, conference registrations, and tuition reimbursement.
2. Software expenses are not allowed for reimbursement. See below link for UCLA reimbursement restrictions; link: <https://purchasing.ucla.edu/accounts-payable/non-te-reimbursements/restrictions>

Kindly note that Software/ Apps /Webhosting & IT Purchases are unallowable on personal funds. This is considered an IT related purchase. IT related purchases are placed under scrutiny when purchased via the established procurement processes, when an individual pays out of pocket the required reviews are bypassed (Security, accessibility, Terms and Conditions, Possible Tax Implications) all which may place the University at risk.

As a reminder all Software Purchases MUST be obtained via the established agreements; links:

- Software Central: <https://softwarecentral.ucla.edu/>
- University Agreements:
<https://procurement.ucop.edu/systemwide-contracts/information-technology-strategic-sourcing>

If your specific request is unavailable, please work with your IT department and Purchasing (via requisition) to ensure the established procedures are followed; link:

<https://purchasing.ucla.edu/purchasing/purchasing-goods/purchasing-software>

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3. Reimbursements for services are not allowed.
4. Student-employees who have active Concur profiles are required to complete their own Expense Reimbursement Request (Reimbursement) AFTER it has been approved by your advisor/professor with their e-signature. Your reimbursement will be based on the approved amount.
 - a. Notify MaeSuppt@seas.ucla.edu when your Reimbursement has been completed so we can assign funding. We will notify you when to submit the Reimbursement to UCLA Travel Accounting.
 - b. The MAE Support Team cannot submit your reimbursement until you have selected the three MAE Support personnel names as “Delegates” to your profile. Ask MaeSuppt@seas.ucla.edu for this information. 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.
 - See attached link for online tutorial links/ resources: <https://www.finance.ucla.edu/express/general-user>

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5. If you are not a student employee, submit your approved Expense Reimbursement Request Form (link: <https://www.mae.ucla.edu/forms/>) to MaeSuppt@seas.ucla.edu.
 - a. Submit your Reimbursement AFTER it has been approved by your advisor/professor with their e-signature. The Reimbursement Request with the proof of approval must be uploaded as an additional receipt.
 - b. Submit Reimbursements in excel or pdf format for editing purposes. Hand written Reimbursements will not be accepted.
 - c. Send all receipts as attachments in the same email; pdf format is required.
 - d. If you do not have a Concur Guest Profile, submit the following information to MaeSuppt@seas.ucla.edu:
 - Full Name; first, middle and last names required
 - Home mailing address; Post Office Box (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 U.S.A. phone number and email address