

UCLA Spanish & Portuguese Department Travel & Reimbursement Guidelines and Policies

Reimbursements requested from the department MUST follow these guidelines:

- **Complete** and **include** the appropriate form with your reimbursement request (see attachments)
 - o “Entertainment Expense Reimbursement Request Form”
 - o “Travel Expense Reimbursement Request Form”
 - o “Application for Graduate Student Conference Travel Funds”
 - o “Honorarium Form” (Guest/Colloquium Speakers ONLY)

- ALL ORIGINAL RECEIPTS – must have itemization and descriptions of items on the receipt

- **Copy** of the bank statement, credit card statement, and/or transaction detail of the purchases mentioned in the original receipts. (All irrelevant information can be blacked out for privacy)

- **Complete** GUEST LIST – including Full Names and Affiliations (Any Event that has multiple guests)

- **Copy** of your itinerary/airline ticket receipts showing total Paid amount/type of payment used (For travel ONLY)

- MUST BE TURNED IN WITHIN 30 DAYS AFTER THE EVENT DATE. Late submissions **will not** be reimbursed.

- **FOR GUEST SPEAKERS**
 - o All receipts to be reimbursed to the guest speaker must follow the guidelines above.
 - o Reimbursement should be requested during the time the guest speaker is at UCLA.
 - o It will be the host’s responsibility to notify the guest speaker that reimbursement will be delayed, should receipts not be turned in during their stay.

- **CASH purchases** – I encourage you to not do cash purchases. On a cash receipt, there aren’t any identifiers of the purchaser, such as credit card number/debit card number and/or name (thus the reason we ask for bank/credit card statements). It is this identifier that UCLA accounting looks for when we do reimbursements. In order to insure that you receive your reimbursement properly, I ask that you only use

traceable payment methods. This will save us time in processing all your reimbursement paperwork.

Travel Reimbursement Guidelines:

BEFORE YOUR TRIP:

- Complete and include “Application for Conference Travel Funds”.
- Include conference invitation.
- All applications MUST have all the necessary signatures before you take your trip.
- Graduate Students: Turn in above paperwork to Maite Zubiaurre, Chair of Graduate Studies, for approval.
- Faculty: Turn in above paperwork to Randal Johnson, Department Chair, for approval.

AFTER YOUR TRIP

- Include a copy of the conference program, showing the title of your talk/poster.
- Include ALL ORIGINAL RECEIPTS for airfare and registration.
- Include a copy of the bank statement, credit card statement, and/or transaction detail of the purchases mentioned in the original receipts. (All irrelevant information can be blacked out for privacy)
- Once all documents are gathered, please turn in to Office Coordinator (Adriana). We ask that you turn in all Travel Reimbursements within **30 days after your return date listed on your plane ticket**. Late submissions **will not** be reimbursed.
- Reimbursement will be processed within 7 business days of receiving all completed paperwork. The turnaround for your reimbursement is at least 7-14 days from submitting the request to UCLA Travel Accounting.

POLICIES

- The department will not approve retroactive travel funding requests. Reimbursements will only be made for current travel on the current Fiscal Year.
- The department will not fund any pre-trip expenses. All expenses must be reimbursed after the trip has been completed.
- It is to be understood that conference travel funding is not guaranteed. If there is an overwhelming demand for travel money, or another financial emergency, there may have to be funding cutbacks. However, the policy is definitive as a statement of the department’s goals for conference travel.