

TRAVEL CHARGES THAT WILL BE CONSIDERED FOR REIMBURSEMENT

- A maximum of \$250 will be considered for in-state travel reimbursement. Travel from within the Southern California area will be considered for a maximum reimbursement of \$50. A maximum of \$500 will be considered for out-of-state travel reimbursement. The student is responsible for any costs above the maximum consideration limits.
- Round-trip airfare (coach) that is purchased with personal funds directly through the airline. Travel certificates, gift certificates or airline miles are not considered personal funds.
- Airfare or hotel purchased through Expedia, Priceline, etc. is not eligible for reimbursement consideration.
- Airfare receipt must show name of traveler, departure/arrival cities and dates and receipt/method of payment.
- Hotel must be of reasonable cost (maximum of \$195 per night including tax). *(We encourage you to use the UCLA Guest House for your overnight accommodations).*
- A maximum of 2 nights stay (*night before/night of OR night of/night after*) with a hotel will be considered for reimbursement.
- Hotel receipt must be itemized and purchased with personal funds. Certificates, vouchers, etc. are not considered personal funds.
- Taxi or shuttle fares must be reasonable and receipt is required. Receipt must show date and city. *(We encourage you to use LAX Flyaway when in traveling to and from LAX - \$5 each way).*
- Students who drive must provide odometer reading at start of trip and upon arrival on campus. Reimbursement costs will be based on mileage.
- Meal costs will not be reimbursed.
- Only actual costs for flight/hotel/transportation will be considered for reimbursement using the maximum limits listed above. No refund is guaranteed; however, the department tries to reimburse students who have participated in Open House.
- Receipts (originals or copies of originals) will be collected during the event and the week following. All reimbursement requests must be received by the department within 5 business days of the event for consideration.
- If you have any questions regarding what will qualify for reimbursement consideration, please email Mandy Smith at msmith@ee.ucla.edu.