

## UCLA Department of Philosophy

### Graduate Student Travel Reimbursement Policies and Procedures

#### Step 1. Request reimbursement from Graduate Division's Doctoral Travel Grant (DTG)

- 1a. Check your Doctoral Travel Grant (DTG) balance by inquiring with Doug Myers. Each student is provided with \$1,000 in DTG funding for their doctoral career at UCLA.

If you have DTG funding:

- 1b. Submit a completed Doctoral Student Travel Grants Form directly to Grad Division Fellowships and Financial Services – 1228 Murphy Hall or [uclafellowship@grad.ucla.edu](mailto:uclafellowship@grad.ucla.edu)
- 1c. Submit a completed Graduate Division General Conditions for Student Travel Form as instructed above.

**\*If you do NOT have DTG funding OR have used all of your funding, please proceed to Step 2\***

#### Step 2. Request reimbursement from the department

- 2a. Request approval of reimbursements over \$300 from the Graduate Advisor(s) by having them sign the Graduate Student Travel Funding Request Form), or attach email approval. Reimbursements will not be processed unless approved.
- 2b. Tape loose receipts to an 8.5"x11" piece of paper in chronological order. Bank/credit card statements are required for expenses if method of payment is not indicated on receipts.
- 2c. Include the name of the conference attended, the dates, and the title of your paper.

### Policies and Resources

**PLEASE NOTE THAT ALL DTG FUNDING MUST BE EXHAUSTED PRIOR TO REQUESTING REIMBURSEMENT FROM THE DEPARTMENT.**

- The Department provides graduate students with \$5,000 in research funding, of which \$2,000 can be spent before a student advances to candidacy.
- No more than \$2,000 of research funds can be spent in any one academic year after advancing to candidacy.
- Any expense of more than \$300 requires approval from the Graduate Advisor(s).
- All reimbursements requests, whether to Graduate Division or to the department, **must be submitted within 45 days of the end of travel. Please submit receipts as soon as possible upon your return in order to meet these deadlines.**

**DTG Travel Grant Form:** <https://grad.ucla.edu/asis/stusup/doctravelgrants.pdf>

**DTG General Conditions for Student Travel Form:** <https://grad.ucla.edu/asis/stusup/travelcndtns.pdf>

**DTG Information and Guidelines:** <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/>

**DTG FAQs:** <https://grad.ucla.edu/funding/faqs/>

**UCLA Department of Philosophy**  
**Graduate Student Travel Funding Request Form**

Request Date: \_\_\_\_\_

Name: \_\_\_\_\_ UID: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Name of Conference: \_\_\_\_\_

Dates Attending: \_\_\_\_\_

Location of Travel: \_\_\_\_\_

Purpose of Attending Conference: Please include the name(s) of any paper you may be presenting:

\_\_\_\_\_  
\_\_\_\_\_

How much funding are you requesting: \$ \_\_\_\_\_

What will the support be used for? Please be as detailed as possible:

Expense Description	Expense Amount
Airfare	
Rental Car	
Personal Automobile Miles _____ x \$0.545	
Taxi	
Parking	
Lodging	
Conference Registration	
Meals	
Other (please describe)	
<b>Total</b>	

By signing below I certify that these expenses have not been previously reimbursed and that all expenses conform to UCLA Travel Policy.

Student Signature: \_\_\_\_\_

Graduate Advisor Signature: \_\_\_\_\_

**Attach originals receipts in chronological order by category. Please tape small receipts to an 8.5x11 inch**

## **UCLA DEPARTMENT OF PHILOSOPHY TRAVEL REIMBURSEMENT POLICIES AND PROCEDURES**

### **GENERAL GUIDELINES**

- All receipts must be submitted within 45 days of the end of travel. Receipts submitted more than 45 days after the end of travel will require the traveler to provide a business justification for the delay in submitting receipts.
- No expense may be reimbursed until after travel has ended.
- UC policy requires that travel reimbursement be made in the same fiscal year when the trip occurred (July 1 – June 30). Please submit all travel receipts by June 1 to ensure reimbursement during the proper fiscal year. If you will travel in June, please consult with staff in advance to determine when to submit receipts.
- Each traveler must use his/her own credit card or checking account to pay for his/her own travel expenses. Expenses paid by another person on someone's behalf are not reimbursable.

### **AIRFARE**

- UCLA covers coach-class, round-trip fares on the most direct route. Out-of-route costs involving personal business, leave, or convenience will not be covered.
- Do not book travel packages which include hotel + airfare + rental car for one price (e.g., Expedia, Travelocity). UC policy prohibits purchase of travel/vacation packages from internet vendors.
- Per UC policy, any fees for upgrades are not reimbursable. This includes fees to choose a seat, and upgrades to any class other than coach (Economy Plus). Checked baggage fees are reimbursable.
- Flights can also be pre-paid by UCLA by contacting the UC Travel Center at [travel@finance.ucla.edu](mailto:travel@finance.ucla.edu) or 310-206-2639. Please have the travel agent copy staff on the itinerary so one of them can arrange for payment.

### **LODGING**

- Per UC Policy there is a cap of \$275 per night on hotel rates for trips within the lower 48 states.
- If the traveler is unable to secure lodging at \$275 per night or less, the traveler must submit additional documentation such as price comparisons within the proximity of the meeting location that supports the higher lodging rate incurred. The price comparisons should be performed at the time of booking.
- Lodging costs cannot be prepaid or direct-billed to the university in advance of travel.
- Original hotel receipts showing the room rate and room tax must be submitted for reimbursement. If you book through a website such as Hotels.com be sure the receipt lists the room rate and room tax separately.

### **MEALS & INCIDENTALS**

- Claim actual costs for meals & incidentals for domestic travel lasting 30 days or less, up to a maximum of \$62 per day. There is NO per diem for domestic travel of less than 30 days, and the \$62 maximum is not to be treated as a per diem. Actual costs must be claimed.

### **CONFERENCE REGISTRATION**

- Conference registration may be pre-paid by UCLA. Please provide staff with the completed registration form and allow 30 days processing time.
- Reimbursement for conference registration cannot be processed in advance of the conference.
- Registration receipts must include proof of payment. If the receipt does not show proof of payment, please provide documentation as described below.

## RENTAL CARS

- No additional insurance costs (collision, accidental death, or medical insurance) may be reimbursed because the University has established rates with many rental companies that include insurance. Please check the [UCLA Travel web site](#) for current companies and rates. Be sure to specify the appropriate UCLA corporate ID when making reservations.
- Only economy and compact cars are reimbursable.
- GPS, child car seats, and other upgrades will not be reimbursed.
- Gas is reimbursable for rental cars.

## AUTOMOBILE MILEAGE

- Using a personal automobile and requesting reimbursement for mileage is only appropriate when the cost of mileage is less than or equal to the cost of airfare or public transportation.
- The personal automobile must be currently insured as prescribed by California law.
- Mileage is reimbursed at the 2018 rate of \$0.54 per mile.

## TRAVEL INSURANCE

- Employees traveling on business are covered by travel insurance provided by the University. If your flight is booked by UC Travel, you are automatically registered for travel insurance. If you book your own flight, please go to the [Travel Insurance Registration website](#) and register your trip.

## RECEIPTS AND PROOF OF PAYMENT

Original, itemized receipts are required for all reimbursements. All receipts must show:

- Date
- Itemization (separate cost for each item, e.g. room rate, tax, etc.)
- Total cost
- Method of payment (Cash, Credit Card, Check). If the receipt does not show a method of payment, you must submit proof of payment along with the receipt. Proof of payment is a copy of the bank/credit card statement showing the line item and amount. If an expense is paid by check, the University requires a copy of both sides of the canceled check or a copy of the front of the check and the bank statement.

***GENERAL RULE OF THUMB: when in doubt, please consult with staff  
prior to booking travel so we can assist you.***