

## Travel Award Reimbursement Guidelines

The University of California will cover previously approved expenses as follows:

**Coach Class Airfare:** the program will reimburse coach airfare between major airports.

\*If you are an employee of UCLA or UCSB and would like to use the UCLA travel center to purchase a state fare, please charge the ticket to your home department. We will then process a recharge to cover the expense.

**Lodging:** Room and tax will be covered for attending official IUCRP program meetings or events. Please note that limited funds are available for lodging.

**Meals:** Reimbursed on an actual basis with itemized receipts subject to a limit for each full day (24 hour period) on travel status (currently \$64 per day). The meal and incidental expense cap of \$64/day is not to be treated as a per diem. (As stated in the UC system wide travel policy, Business and Finance Bulletin G-28.) *Note: Alcoholic beverages are not reimbursable.*

**Rental Car:** Compact/economy rates are reimbursed, excluding rental agency liability insurance fees

**Private Car Mileage:** Reimbursed at \$.505 per mile, but not to exceed airfare cost equivalent

**Miscellaneous Transportation Expenses:** Bridge toll, parking, taxis, shuttle services, and rail or bus transportation are all allowable.

**To receive a reimbursement, please complete the Travel Reimbursement Request Form provided with the letter of award and include original receipts (taped to 8.5 x 11 paper) for each item\* requested:**

- Airfare expenses (departmental recharge number where applicable, please see above)
- Lodging expenses
- Meal expenses (receipts must itemize all purchases)
- Rental Car expenses
- Transportation expenses

\* NOTE: Internet vendor vacation packages are not reimbursable. Please ensure airfare, hotel and rental car expenses are individually itemized

Send the Travel Reimbursement Request to:

IUCRP Opportunity Awards - Travel  
University of California  
2087 Addison, 2<sup>nd</sup> Floor  
Berkeley, CA 94704-1103

**Need more information? Please email [opportunityawards@ucdiscoverygrant.org](mailto:opportunityawards@ucdiscoverygrant.org)**