

Graduate Student Research Funding and Conference Travel Form

DATE:

NAME:

UID #:

ADDRESS (If check will not be a direct deposit):

CITY:

STATE:

ZIP:

TITLE OF CONFERENCE OR BRIEF DESCRIPTION OF RESEARCH EXPENSE (Please provide conference website and a photocopy of your invitation):

DATE AND LOCATION OF EVENT IF REQUESTING TRAVEL REIMBURSEMENT:

CURRENTLY EMPLOYED AT UCLA, i.e., GSR/TA (please circle one)? YES NO

THERE ARE SPECIFIC RULES ABOUT CAR RENTALS, HOTEL RECEIPTS AND MEAL EXPENSES, FOR MORE INFORMATION PLEASE COME TO THE ACCOUNTING DEPARTMENT BEFORE YOU TRAVEL.

Receipt Requirements:

- **Originals**, itemized receipts are required for all reimbursements. All receipts must show:
 - a. the Date
 - b. what item was Purchased
 - c. the total cost (including tax)
 - d. method of payment (Cash, Credit Card, Check)
- Do not “split” bills for hotel rooms, cabs or meals. If you share expenses, the University requires that you obtain a separate receipt and that you pay for your portion yourself.
- If an expense is paid by check the University also requires, a copy of both sides of the canceled check, or copies of the front of the check and the bank statement.
- Some credit card receipts are insufficient for the University auditors and occasionally they will also request a credit card statement.

Helpful Hint: Most bank and credit card statements are now available on line so you can print them out as soon as the expense has cleared. This way you won't have to wait for a monthly statement to arrive in the mail.

Travel grant has been approved by _____
Joseph Brown (SAO) Date

____ ATC after 1/1/13 (\$1000 MAX) _____ Not yet ATC (\$500 MAX)

FAU _____ (Fund Name: _____)

Total to be Reimbursed: \$ _____