

UCLA Department of Economics

Please see guidelines and definitions on the reverse of this form.

Request date:

Requester:

Amount Requested:

→IMPORTANT – ACCOUNT NUMBER(S) TO WHICH THIS REIMBURSEMENT SHOULD BE CHARGED (obtain from P.I.)

	Loc	Acct	CC	Fund	Project	Sub	Amount
	04					05	
	04					05	

Authorizing Signature:

Event Date:

Purchased From:

Location:

Number of Attendees:

Speaker(s):

Event Description (summary of event or any other pertinent information):

Topic (Title of seminar/meeting/project):

List ALL attendees, titles and affiliations (e.g. John Smith, Professor, UC Berkeley):
(Or attach event sign in sheet)

Attach Original ITEMIZED Receipt(s) & proof of payment.

****Itemization is required for ALL entertainment expenses****

Payment Method: ☐ Cash (receipt attached)
(How paid?) ☐ Check (cancelled check (or copy) or bank statement attached)
☐ Credit Card ('Customer Copy' of receipt attached, or copy of statement)

In General:

- No expense may be reimbursed until after it happens (e.g. book orders, travel).
- Receipts must be turned in within 21 days of the expense.
- In all cases where there is more than one possible policy regarding expenses (as on grant funds), the strictest policy must be observed.
- There are certain circumstances when an exception to some of these policies can be requested, however it must be done in advance.
- Third Party Reimbursements are not permitted (i.e. you must pay for your own expenses).

Entertainment Expense:

- Limits (cost per person including tax and tip; tip may not exceed 20%):
 - Breakfast \$26.00
 - Lunch \$45.00
 - Light Refreshment \$18.00
 - Dinner \$78.00
- In addition to an **itemized** restaurant receipt, the following details are required:
 - The research topic that was discussed.
 - A list of attendees and their affiliation.
- Costs for persons in attendance who are not necessary to the research discussion (e.g. significant others) will not be reimbursed.

Proof of Payment:

- Original, itemized receipts are required for all reimbursements. All receipts must show:
 - The Date
 - What was Purchased
 - The Total Cost
 - Method of payment (Cash, Credit Card, Check)
- Some credit card receipts are insufficient for the University auditors and occasionally they will also request a credit card statement.
- If an expense is paid by check the University also requires a copy of both sides of the canceled check, or a copy of the front of the check and the bank statement.

This brief document is an attempt to cover the most common issues. Please feel free to contact the Business Office at any time if you have questions, or to ask about exceptions that may not be listed here.