

Travel Reimbursement Guidelines

For Non US Citizens

- Complete the attached Declaration of Immigration Status by Non-US Citizens form (also available at: <http://www.econ.ucla.edu/administration/?p=resources>)
- The following types of visas may be reimbursed for travel and subsistence expenses: A-1/A-2, B-1, B-2, F-1, H-1A, H-1B, H-2, H-3, J-1, J-2, K-1, K-2, O-1, O-2, P-1, P-2, P-3, Green Card, Refugee, TN, WB and WT.
 - The following visa types are not eligible to receive any travel payments for expenses incurred in the United States: F-2, H-4, O-3 and P-4.
- A photocopy of your visa and INS forms including your I-94 is required.

For ALL Travelers

- Include your residential address.
- Supply all original receipts (i.e., airfare/itinerary, taxi, lodging, itemized meal receipts, itemized rental car receipt)
 - UCLA **WILL NOT REIMBURSE** insurance charges for rental cars because the University has negotiated rates with many rental companies and all of these rates include insurance. Please check the travel web site for current rates and companies: <http://map.ais.ucla.edu/portal/site/UCLA/menuitem.789d0eb6c76e7ef0d66b02ddf848344a/?vgnextoid=150a77420fd3b010VgnVCM100000db6643a4RCRD>.
- If you claim parking and or mileage expense for your personal vehicle please indicate if the vehicle is covered with liability insurance.
- If your expenses are shared with another institution, indicate the name(s) and the portion of the expense to be shared.
- Additional information on reimbursement policies is available on our travel reimbursement form, which is available at: <http://www.econ.ucla.edu/reimbursement/index.html>
- Include your e-mail address so we may contact you with any questions or if additional information is required.
- If you are a U.S. Citizen please indicate citizenship status on form.
- Mail any forms, documents and receipts to:

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