

# IoES - TRAVEL AND ENTERTAINMENT FORM

Approved Rate and Travel & Entertainment policies: <https://travel.ucla.edu/policy-resources/reimbursement-allowances-mileage-meals>

UCLA EMPLOYEE	
Full Name	
UID	
Email	
NON-UCLA EMPLOYEE	
Full Name & Title (grad student/student/etc)	
UID	
Email & Phone Number	
Home Address:	
Line 1	
Line 2	
City, Zip	
State & Country	
Preferred Payment	Zelle                      Check
If Zelle: phone number or email associated with your Zelle account	

TRAVEL/EVENT INFORMATION	
Trip/Event Name (no acronyms)	
Dates (departure-return)	
Event Location/ Departure from (city, state/country)	
Destination (city, state/country)	
Personal Travel dates if applicable	
Business Justification, why, where, and when (please, do not use acronyms)	

Approvals	
Traveler's signature	Project/FAU
PI Name & signature	Account name/FAU
Fund Manager signature	Internal Use: Date Processed

**Required documentation (separate files):** itemized receipts, hotel folios, list of attendees (download attendees worksheet here: <https://www.ioes.ucla.edu/forms/>)

**Proof of payment:** receipts showing the last 4 digits of your credit card, or redacted credit card statement

**File format:** .png, .jpg, .jpeg, .pdf, .tif or .tiff. **File Size** under 5MB

MEALS & GROCERIES							
Date	Location (city, state, country)	Meal	Vendor	Amount	Number of Attendees*	Form of payment	Justification: what, why, who, when & where

\* Attendees list is required. Please see page 3.

If attendee(s) is a **spouse/partner** of a university guest or university host use the box below to explain if they served a bona fide business purpose, and did they have a significant role in the proceedings or made an important contribution to the success of the event.



