UCLA Engineering

HENRY SAMUELI SCHOOL OF ENGINEERING AND APPLIED SCIENCE

Department of Materials Science and Engineering

Reimbursement Request

Name:_____

UCLA E-mail:_____

UID:_____

Phone #: (____)_____

Home Address:_____

FAU:_____

PI Authorization:_____

Date and Location of Event: _____

_____

Type of Event along with a Business Justification:

_____

_____

_____

Please provide the following documentation when submitting your reimbursement request:

Itemized Original Receipts: Please provide all itemized original receipts in chronological order. If a credit card was used for payment, please also provide the corresponding bank or credit card statement for that billing period. Highlight the applicable purchase(s) and redact all other personal or unrelated information.

Entertainment Expenses: For entertainment expenses, including lunches, dinners, seminars, meetings, or other events with guests, please provide a guest list that includes each guest's full name, company or organization, and title. If all attendees are students, a sign-in sheet is acceptable.

No Acronyms: Please spell out all acronyms and abbreviations completely.

Expense List: Please provide a clear list of all expenses being claimed, including the date and destination associated with each expense.

Business Justification: If requesting reimbursement for an item that could have been purchased through BruinBuy, please provide a detailed explanation of why the item was not purchased through BruinBuy.

Total Amount: Please include the total amount being claimed for reimbursement.

Travel Bookings: Please do not book flights, lodging, or rental cars through third-party discount