

Reimbursement Request

Name: _____

UCLA E-mail: _____

UID: _____

Phone #: (____) _____

Home Address: _____

KG#: _____

PI Authorization: _____

Date and Location of Event: _____

Type of Event along with a Business Justification:

- Please provide all itemized original receipts. If a credit card was used for payment, please provide the bank statement for that time period and highlight the purchase(s).
- If it is an entertainment expense (lunch, dinner, seminar, meeting, etc ... with guests), please provide a guest list that includes guests names, company and title at the company. If attendees are all students, a sign-in sheet will do.
- Please DO NOT USE ACRONYMS! Spell out items completely.
- Please provide a clear list of all expenses claimed, including the dates and destinations.
- If being reimbursed for an item, please provide a well-thought-out explanation as to why the item was not bought through Bruin Buy.
- Include total amount claimed.
- Please do not book your flight, lodging, and rental car through any discounted websites. Ex.- Expedia, Travelocity, priceline.com. Work directly with vendor.