

Instructions for BLI Reimbursement Requests

Jan 2024 Revision

Send all reimbursement requests and inquiries to blireimbursements@uci.edu.

When sending a reimbursement request, please include **ALL** necessary documentation and justifications, as summarized below. Any missing items will delay the processing of your reimbursement.

Please also make sure you have a TEM profile by searching for your name [here](#). If you do not have a TEM profile, please follow [these instructions](#) to create one.

Travel Reimbursements:

- **Filled Travel Reimbursement Form** (w/ KFS Account # in Accounting Lines section)
- **Airfare:** Itinerary receipt showing proof of payment, fare class (**coach or economy only**), passenger name and ticket number
- **Lodging:** Hotel folio (limit up to \$275/night before taxes and fees)
- **Gas/Mileage:**
 - **Personal Vehicle:** liability insurance on the vehicle, maps screenshot displaying start/end destinations + total mile distance of the trip
 - For long distances, flight cost comparison screenshot (can only be reimbursed for either the total mileage or lowest cost flight w/ transportation to/from terminals, whichever is cheaper)
 - **Rental Vehicle:** receipt, insurance, and any fuel/gas receipts
- **Meals:** any/all receipts, max \$79/day, no alcohol
- Receipts for any/all other expenses

Entertainment/DV Reimbursements:

- KFS Account Number
- Purpose/Justification of Event/Meeting/Expenses
- Date of Event/Meeting/Expense Purchase
- List of attendees (if applicable)
- Receipts for any/all expenses

Additional Guidelines and Information for Reimbursements:

- **Travel:** <https://accounting.uci.edu/travel/reimbursement/index.html>
- **Entertainment/Meetings:** <https://accounting.uci.edu/travel/entertainment/index.html>