**Instructions for BLI Reimbursement Requests**  
*Jan 2024 Revision*

Send all reimbursement requests and inquiries to [blireimbursements@uci.edu](mailto: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:**