



WSMRF Attendance Policies – January 27th, 2011 – January 29th, 2011

Years 1 and 2

The HB&D Committee has approved excused absence for Thursday, January 27th and Friday, January 28th.

Year 3

The Clerkship Chairs Committee has approved an excused absence for Friday, January 28th only provided that you get permission from your Clerkship Director ahead of time and arrange for necessary coverage and make-up work.



UCLA Reimbursement Policy for WSMRF - January 27th, 2011 – January 29th, 2011

Transportation \$100**

- Plane Ticket (SAO will reimburse \$100 towards your ticket, boarding pass required for reimbursement)

--OR--

- Mileage (SAO will reimburse mileage up to \$100)
(Gas receipts are required)

****Rental cars are not reimbursable**

Accommodations

- Hotel Rooms cost \$110 per room, per night, plus taxes and fees.
- Costs will be covered for 4 nights, for a total not to exceed \$220 per person, as long as all reimbursement requirements are met, including:
 - All students are required to have at least one roommate (total not to exceed \$220 per room, \$110 per person)
 - Ask hotel to split bill at time of check-out
 - Covering the costs of your roommate is not permitted and will not be reimbursed
 - Each student is **required** to submit a hotel receipt showing their half of payment

Conference Registration

- Full Conference Registration (\$110)
 - Does NOT include Journal Subscription
 - Does NOT include Abstract Submission

Total possible expenses: \$420
 - \$50 (student contribution)
 \$370 eligible for reimbursement

UCLA does not fund food, drink, recreational fees, hotel internet fees, or room service-etc.



WSMRF Reimbursement Checklist

Congratulations on WSMRF!

The Student Affairs Office looks forward to you representing the David Geffen School of Medicine at UCLA and to bringing back knowledge and leadership to the School of Medicine community. This travel packet has been designed to streamline the reimbursement process and to ensure you get reimbursed in a timely manner. Please note that reimbursements take 3-4 weeks to process assuming all documentation provided is complete.

Name: _____

Social Security Number: _____

Inclusive date(s) of travel: _____

- All receipts submitted are **original** receipts

If not, include memo stating why originals were lost

- All receipts show proof of payment (last four digits of credit card-etc)

A confirmation or reservation is not sufficient, so a credit card statement can be used to show proof of payment.

Please note, if airline ticket purchased from Student Universe their confirmation is not a receipt. You must provide a credit/bankcard receipt showing proof of payment.

- All receipts are itemized
- Boarding passes included
- Name of roommate(s) you shared with (including who paid what)

- Original receipts are attached to 8 ½ x 11 sheet of paper with tape (not stapled) and in envelope

By signing this document I verify the accuracy of documents I have submitted

Student Signature: _____

Please contact Erwin Ong, if you have questions
regarding reimbursement policies at eong@mednet.ucla.edu

SAO USE ONLY

Breakdown of WSMRF Approval(s) attached to expense voucher (if applicable)

Date Received: _____

Date Processed: _____