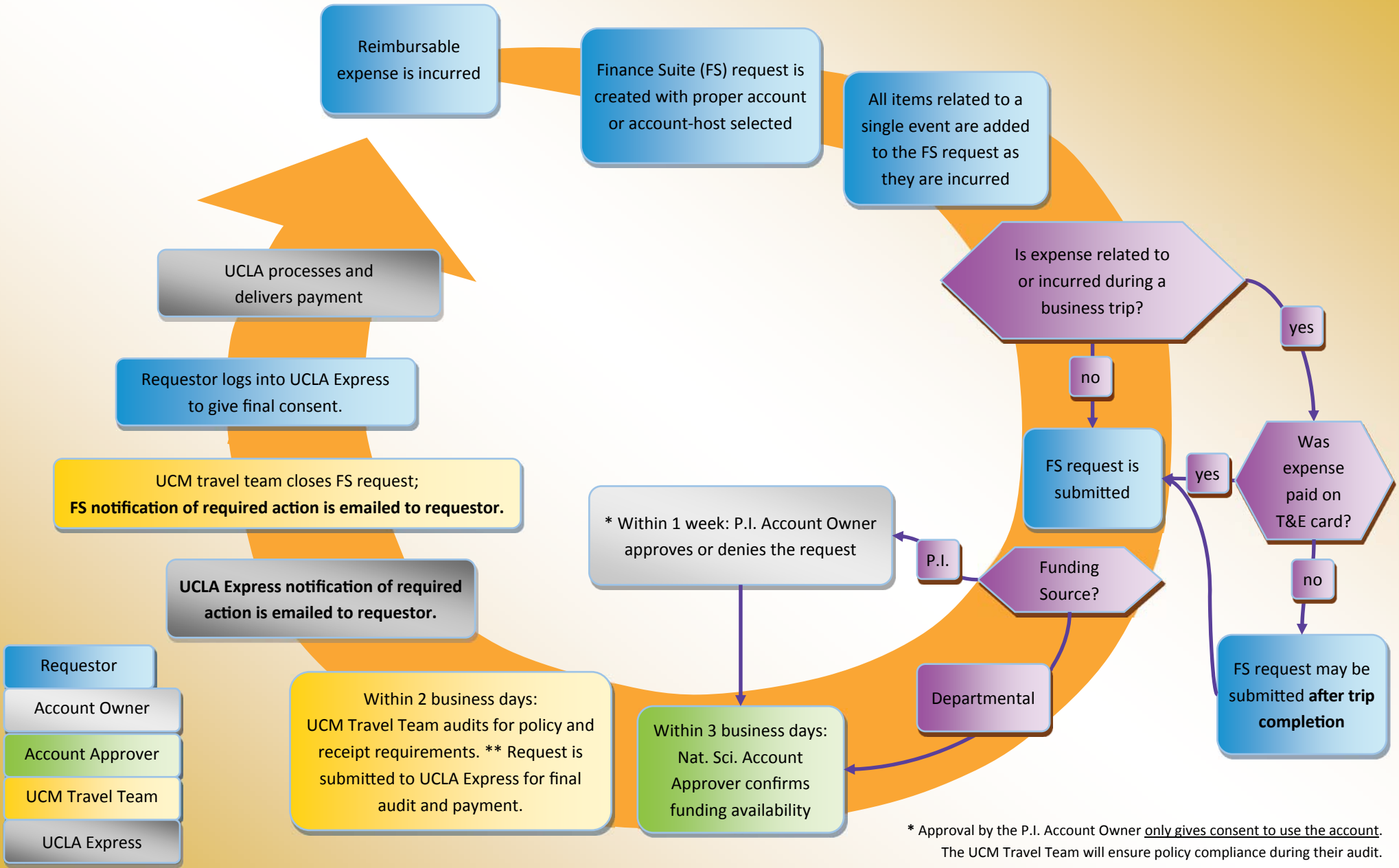


## School of Natural Sciences Reimbursement Process



- Requestor
- Account Owner
- Account Approver
- UCM Travel Team
- UCLA Express

\* Approval by the P.I. Account Owner only gives consent to use the account. The UCM Travel Team will ensure policy compliance during their audit.

\*\* Requests requiring more information or documentation will be submitted to UCLA Express upon requestor fulfillment of requirements.

Average UCM turnaround time to closed FS request: 2 weeks  
 Average UCLA turnaround time: 2-6 weeks