



## Allowance Budget and Required Documentation

Please submit acceptable forms of verifying documentation for each category and itemize all expenses and circle items on supporting documentation/receipts.

Type of Allowance	Amount already included in Standard Budget	Required Documentation
Airfare/Travel	Undergraduates: \$235  Graduates: \$0	Intended to help cover cost of travel for family visits such as holidays, or family emergencies. Expenses for travel can be added to the cost of attendance twice in one academic year. Our standard budget currently includes \$235 for undergraduates, and \$0 for graduate students towards travel expenses, we will allow expenses that exceed our standard cost. *airfare should be purchased in advance and economy seating. <b><u>Receipts must be provided showing name, price paid and travel date.</u></b> (Travel must be within your enrollment period) <b>**Any expense must exceed standard budget amounts listed**</b>
Child Care	\$0	Submit a personalized contract or a letter from your child-care provider describing services offered and their costs. ( Private school tuition not covered) Also, please provide proof of payment (such as cleared checks, money order or copies of receipts) for <u>at least</u> two consecutive months. *Note if you are not attending for the full academic school year then the aid awarded will be prorated for the terms of attendance. *In some cases child care may be approved quarterly based on receipts provided.  <b>**For expenses paid in cash or web based service, accompanying bank statements must be supplied to verify withdraw. **</b>
Medical/Dental	Undergraduates: \$340  Graduates: \$ 357	Multiple transactions require an itemized statement by date and amount. Proof of payment such as copies of receipts or cleared bank checks are required (front and back copy). Only student expenses incurred and paid out of pocket (not covered by insurance) during the enrollment period will be considered. Estimates of procedures will not be accepted. Additionally, cosmetic surgery or procedures such as braces will not be covered. *Some procedures may require an explanation from physician indicating procedure is required.  <b>**Any expense must exceed standard budget amounts listed**</b>
Special Projects (i.e. thesis, film projects, research projects, internships, service award programs, music instruments)	\$0	Submit an itemized budget, signed by a <b>professor /advisor</b> on department letterhead that lists individual expenses and verifies that those expenses are reasonable and necessary AND <b>not paid for directly by your department</b> . Expenses incurred for special projects must be part of your required coursework. Our office will ensure that no duplication of standard budget components exists at the time of review and may follow up for receipts to verify expenses incurred, before awarding additional aid eligibility. <b>Special Project budget add-ons in excess of \$5,000 annually may require receipts.</b>
Purchase of Computer Up to \$2000	\$0  Tablet Purchase \$144  <b>Tablets that cannot be included:</b> i-Pad Kindle Samsung Galaxy Samsung Fire	This expense will be allowed <b>only</b> once during student's enrollment per degree at UCLA. Submit a copy of a receipt verifying proof of purchase for the computer. Receipts must be in students name , or credit card used may be used to verify purchase. If purchased by parent you will need to provide a statement from parent indicating aid will be used to reimburse them for the cost. *If expenses exceed \$2000, you must provide verification from your department certifying that the specific system requirements are necessary. Letters must be on department letterhead.  <b>**Up to \$2000**</b>

### HOW TO SUBMIT

<p style="text-align: center;"><b>Online</b></p> <p>Log on to MyUCLA&gt; click Finances and Jobs tab&gt; under Financial Aid and Scholarships click&gt; View All Documents. Attach form as necessary.</p>	<p style="text-align: center;"><b>Fax:</b></p> <p style="text-align: center;">Fax: 310-267-4143 Attn: UCLA Financial Aid and Scholarships</p>	<p style="text-align: center;"><b>Mail</b></p> <p style="text-align: center;">Murphy Hall A-129J P.O. Box 951435 Los Angeles, CA 90095</p>
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