



## TRAVEL REIMBURSEMENT GUIDELINES

**For pre-approved ASPET travelers on pre-approved trips only.  
Check with your ASPET staff liaison for your maximum reimbursement amount.**

Our travel reimbursement policies reflect ASPET's not-for-profit tax status and mission. We are aware that reimbursements may not fully cover all travel expenses. Recipients are expected to play an active role in the ASPET event for which travel is being reimbursed. We are providing travel funds to help offset, but not necessarily fully cover, the cost of travel. You are responsible for any expenses incurred beyond the limit that has been provided to you and for non-reimbursable items. If you do not incur expenses up to the limit provided, funds may not be carried over or used for other purposes. ASPET reserves the right to a) reimburse less than the requested amount if ineligible expenses have been included or b) reduce or revoke a reimbursement if there is evidence of misrepresentation. Once a check is issued, the reimbursement is considered closed and no additional expenses related to that reimbursement may be requested.

If you are receiving funding from multiple sources, including multiple ASPET sources, you may only submit an individual receipt to one source. For example, it is OK to submit your airfare to ASPET and your hotel to another entity funding your trip (e.g., your university), but you cannot submit for reimbursement of your airfare to ASPET and another funding source.

If you are receiving funding from multiple ASPET sources for a single trip, please submit all approved travel expense forms and receipts together in one packet. ASPET staff will coordinate to bill the applicable budgets appropriately.

### What Travel Expenses Can Be Reimbursed?

**Receipts are required for all claimed expenses.**

	<b>Reimbursable with Receipts</b>	<b><u>Not</u> Reimbursable</b>
<b>Airfare</b>	<ul style="list-style-type: none"> <li>• Actual expenses equal to the least expensive, <u>non-refundable</u>, coach/economy airfare, booked at least 14 days in advance to/from the conference location.</li> <li>• One checked bag per flight</li> <li>• Train fare in lieu of airfare (same restrictions apply)</li> </ul> <p><u>Multi-city trips or longer than approved stays</u> <i>If you book a multi-city trip or travel for additional days to combine personal or other business travel, please print out the airline's roundtrip fare to the meeting city on the day you book your multi-city trip or extra stay. Turn in your actual trip receipt plus the proof of fare without multi-city / extra stay. ASPET will reimburse for the lower of the two.</i></p>	<ul style="list-style-type: none"> <li>• Change fees</li> <li>• Increases in fare due to changes after ticket is booked</li> <li>• Seat upgrades</li> <li>• Priority check-in</li> <li>• Flight insurance</li> <li>• Tickets paid for with airline mileage or reward programs</li> <li>• Overweight baggage fees</li> <li>• Other extras offered by airlines</li> <li>• Airfare and related costs if you cancel or do not show up at your ASPET meeting commitment</li> </ul>
<b>Driving</b>	<ul style="list-style-type: none"> <li>• When in lieu of airfare or train fare, mileage expenses for driving the approved traveler's personal vehicle are reimbursable at the prevailing IRS mileage rate but may not exceed the least expensive airfare. Reimbursement will be made at the actual mileage as documented with screenshot of map. If the roundtrip exceeds 300 miles, you must include proof of the least expensive airfare on the travel dates following the guidelines above. ASPET will reimburse for the lower of the two. <i>(continued on next page)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Parking for rental cars</li> <li>• Gas</li> <li>• Tolls</li> <li>• Mileage reimbursement for trips other than to/from the destination or home airport (unless in lieu of airfare)</li> </ul>

	<b>Reimbursable with Receipts</b>	<b><u>Not Reimbursable</u></b>
<b>Driving (continued)</b>	<ul style="list-style-type: none"> <li>Rental cars are reimbursable only up to the two-way taxi fare between the airport and the meeting hotel.</li> <li>Mileage reimbursement (at the prevailing IRS mileage rate) for travel to/from your home airport with a personal vehicle.</li> </ul>	
<b>Hotel</b>	<ul style="list-style-type: none"> <li>You may stay in any hotel or other rental, but the rate may not exceed the single occupancy room at the discounted group rate at the official meeting hotel designated by ASPET.</li> <li>If lodging is shared, the receipt must clearly indicate the approved traveler's expenses.</li> <li>If sharing a rental property (such as Airbnb) ASPET will reimburse for the equivalent of the approved traveler's share of lodging or the equivalent of 1 bedroom.</li> </ul>	<ul style="list-style-type: none"> <li>Phone calls, movies, dry cleaning, parking, health club fees, internet connections, tips</li> <li>Fees for additional guests in room</li> <li>Upgrade fees/packages</li> <li>Other incidentals</li> <li>Resort fees</li> <li>Fees for cancellation or early departure</li> <li>Refundable deposits, (e.g., damage)</li> <li>Additional nights beyond the ASPET approved travel dates</li> </ul>
<b>Meals</b>	<ul style="list-style-type: none"> <li>Actual expenses for only the <b>approved individual's</b> meals up to \$75 max per day of approved travel.</li> </ul> <p><b>Itemized</b> receipts are required for reimbursement. If other guests are on the receipt, circle the approved traveler's expenses.</p>	<ul style="list-style-type: none"> <li>Food and beverage for guests/colleagues on your receipt</li> <li>Alcoholic beverages</li> <li>The itemized receipt must be included. Expenses submitted only via credit card slip are <u>not reimbursable</u>.</li> <li>If a meal is provided by ASPET as part of the meeting, restaurant receipts are not reimbursable for that meal.</li> </ul>
<b>Ground Transport</b>	<ul style="list-style-type: none"> <li>Actual expenses for transportation to/from airport at departure and destination (taxi, shuttle, train, public transportation, mileage for personal vehicle)</li> <li>Parking at airport where your flight originates</li> <li>Rental cars are reimbursable only up to the two-way taxi fare between the airport and the meeting hotel.</li> </ul>	<ul style="list-style-type: none"> <li>Taxi fare other than to/from an airport</li> <li>Parking other than at airport</li> <li>Parking for rental cars</li> <li>Limo/car service exceeding the cost of taxi fare to/from airport</li> <li>Unnecessary funds added on subway, metro or bus passes</li> </ul>
<p><b>Meeting Registration</b> (If applicable)</p> <p>If ASPET is paying for or reimbursing your meeting registration fee, it will be noted in our correspondence to you separate from the travel expense reimbursement amount.</p>		
	<b>Reimbursable with Receipts</b>	<b><u>Not Reimbursable</u></b>
	<ul style="list-style-type: none"> <li>Registration is reimbursable at a rate no higher than the lowest applicable member rate.</li> </ul>	<ul style="list-style-type: none"> <li>Ticketed events with additional fees</li> <li>Any rate differential above the lowest applicable member rate at your registration category.</li> <li>Abstract fees</li> <li>Visa application or related fees</li> </ul>