



## APPROVED SPEAKER TRAVEL REIMBURSEMENT REQUEST

Our travel reimbursement policies reflect ASPET's not-for-profit tax status and mission. Recipients are expected to play an active role in the ASPET meeting and 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 maximum limit outlined in your logistics letter from ASPET and for non-reimbursable items. If you do not incur expenses up to the limit, 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.

**Please consult [www.aspet.org/travel-policy](http://www.aspet.org/travel-policy) prior to your travel.**

<b>APPROVED TRAVELER:</b>	<b>EMAIL:</b>
<b>NAME (check payable to):</b>	<b>PHONE:</b>
<b>MAILING ADDRESS FOR CHECK:</b>	

<b>REASON FOR TRAVEL:</b> ASPET Annual Meeting at EB 2022	<b>APPROVED TRAVEL DATES:</b> April 1 – 6, 2022
<b>MAXIMUM ALLOWED REIMBURSEMENT:</b> Reference your logistics confirmation letter from ASPET. Not all speakers are eligible for travel reimbursement.	

**Itemized receipts required  
for all expenses below:**

<b>AIRFARE / TRAIN FARE</b> - <a href="#">Per guidelines</a> at <a href="http://www.aspet.org/travel-policy">www.aspet.org/travel-policy</a>	\$
<b>Checked Baggage Fees (limit of one bag per flight)</b>	\$
<b>Car (Mileage)</b> instead of airfare or train fare (at 2022 IRS mileage rate) Miles Traveled _____ x \$0.585 (attach map with mileage shown)	\$
<b>HOTEL</b> - <a href="#">Per guidelines</a> at <a href="http://www.aspet.org/travel-policy">www.aspet.org/travel-policy</a>	\$
<b>MEALS</b> - <a href="#">Per guidelines</a> at <a href="http://www.aspet.org/travel-policy">www.aspet.org/travel-policy</a>	\$
<b>GROUND TRANSPORTATION</b> - <a href="#">Per guidelines</a> at <a href="http://www.aspet.org/travel-policy">www.aspet.org/travel-policy</a>	\$

**Preferred method:**  
**Email this form with required receipts to: [meetings@aspnet.org](mailto:meetings@aspnet.org).**  
*(Save your original receipts until your payment is received.)*

Or mail to: ASPET - Attn: Meetings Dept.  
 1801 Rockville Pike, Suite 210  
 Rockville, MD 20852-1633

**Attach or tape receipts in an orderly fashion to 8.5" x 11" paper. DO NOT MAIL loose receipts.**

Questions to: Yolana at [meetings@aspnet.org](mailto:meetings@aspnet.org) or 301-634-7060.

Reimbursement requests MUST be received no later than 90 days following the last day of travel or we may be unable to honor them. Checks will be issued within six weeks of receiving this form and required receipts.

<b>Total eligible expenses:</b>	\$
<b>Reimbursement requested:</b>	\$
<input type="checkbox"/> Check here to donate reimbursement check back to ASPET to support research, publications, travel awards, science advocacy, and career development for scientists (tax-deductible). Travel receipts must still be attached.	
If any of these expenses are deemed inaccurate, ASPET reserves the right to deny some or all parts of reimbursement request.	
<b>I certify that the above are actual costs incurred by me, for my use, for approved travel and in accordance with ASPET Guidelines.</b>	
Signature _____	Date _____

**For ASPET use only:** Revised: 2/7/2022

<b>Expense Code:</b>	<b>Dept:</b>	<b>Reimburse \$</b>	<b>Mgr Appr.:</b>	<b>Acct Appr.:</b>
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