



TRAVEL REIMBURSEMENT GUIDELINES FOR EB 2019 TRAVEL AWARD WINNERS

Receipts are required for all claimed expenses. A reimbursement form will be included with your award packet.

Our travel reimbursement policies reflect ASPET’s not-for-profit tax status and mission. Our travel awardees are expected to play an active role in EB 2019 and we are providing travel funds to help offset, but not necessarily fully cover, the cost of attending the meeting. You are responsible for any expenses incurred beyond the award limit or for non-reimbursable items. If you do not incur expenses up to the award limit, funds may not be carried over or used for other purposes. **For EB 2019, the approved travel days are Friday, April 5 through Wednesday, April 10.**

	Reimbursable with Receipts	<u>Not</u> Reimbursable
Airfare	<ul style="list-style-type: none"> 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. One checked bag per flight Train fare in lieu of airfare (same restrictions apply) <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"> Change fees Increases in fare due to changes after ticket is booked Seat upgrades Priority check-in Flight insurance Tickets paid for with airline mileage or reward programs Other extras offered by airlines Airfare and related costs if you cancel or do not show up at your ASPET meeting commitment
Driving	<ul style="list-style-type: none"> Driving expenses using a personal vehicle when in lieu of airfare or train fare are reimbursable at the prevailing IRS mileage rate, but are not to exceed the least expensive airfare. Rental cars are reimbursable only up to the two-way taxi fare between the airport and the meeting hotel. 	<ul style="list-style-type: none"> Parking for rental cars Gas Mileage reimbursement for trips other than to/from the destination or home airport

	<ul style="list-style-type: none"> • Mileage reimbursement (at the prevailing IRS mileage rate) for travel to/from your home airport using a personal vehicle. 	
Hotel	<ul style="list-style-type: none"> • Single occupancy room rate. You may stay in any hotel or other rental (e.g., AirBnB), but the rate may not exceed the discounted group rate at the official meeting hotel designated by ASPET. <p>If you have shared lodging, clearly indicate your own charges on the receipt or ask for a separate bill.</p>	<ul style="list-style-type: none"> • Phone calls, movies, dry cleaning, parking, health club fees, internet connections, tips • Fees for additional guests in room • Upgrade fees/packages • Other hotel incidentals • Refundable deposits (e.g., damage) • Additional nights beyond the ASPET approved travel dates
Meals	<ul style="list-style-type: none"> • Actual expenses for only the approved individual's meals up to \$75 max per day of approved travel. <p>Itemized 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"> • Food and beverage for guests/colleagues on your receipt • Alcoholic beverages • The itemized receipt must be included. Expenses submitted only via credit card slip are <u>not reimbursable</u>. • If a meal is provided by ASPET as part of the meeting, restaurant receipts are not reimbursable for that meal.
Ground Transport	<ul style="list-style-type: none"> • Actual expenses for transportation to/from airport at departure and destination (taxi, shuttle, train, public transportation, mileage for personal vehicle) • Parking at airport where your flight originates • Rental cars are reimbursable only up to the two-way taxi fare between the airport and the meeting hotel. 	<ul style="list-style-type: none"> • Taxi fare other than to/from an airport • Parking other than at airport • Parking for rental cars • Limo/car service exceeding the cost of taxi fare to/from airport • Unnecessary funds added on subway, metro or bus passes