



Name _____ Email _____

Mailing address _____

STATE _____ ZIP _____

Purpose of trip

Travel from _____

Travel to _____

Do not include miles, city/state/country name only

For instructions, see page 2

Type miles
in box

Date								TOTAL
Airfare								
Baggage								
Train/Bus								
Taxi/Car Service								
Miles @ \$0.50/mile								
Parking/Tolls								
Car Rental								
Housing/Hotel								
Breakfast								
Lunch								
Dinner								
Other								
Other								
Comments:								
TOTAL EXPENSES								

Signature / Date	Deduct expenses Billed to APS Directly	
Approval / Date (Manager / Dept. Head)	Deduct Cash Advances	
Approval/Date (Project Manager)	Balance Due Individual / (APS)	

GENERAL LEDGER DISTRIBUTION (FOR INTERNAL OFFICE USE ONLY)

Company	Cost Center	Account Number	Amount

Mail or email this completed report with receipts to your program coordinator.

REIMBURSEMENT GUIDELINES

The National Science Foundation (NSF) requires that all travel (lodging, transportation, meals) is conducted by the most economical method. **Receipts must be provided for all travel expenses above \$5 except for per diem meals.** If any expenses are shared with another traveler, an explanation and an itemized breakdown of expenses must be provided.

TRANSPORTATION

Air travel: Economy fares and first checked bag fee will be reimbursed. Travel insurance, booking agent fees, and upgrades of any kind (including fees for business or first class travel, preferred seating, advance boarding, etc.) will not be reimbursed. Use of frequent flyer mileage will not be reimbursed. For multi-destination flights, provide documentation of the cost for a round trip flight from point of origin to destination, on the same airline and for the same travel dates. The lesser of the two costs, the actual flight or the round trip flight, will be reimbursed.

Auto rental: Rental of economy cars will be reimbursed if the total cost is less than the cost of economy airfare. Documentation of the cost for airfare to same destination on the same travel dates must be provided. The lesser of the two costs will be reimbursed. Gas, parking, and tolls will be reimbursed.

Personally Owned Vehicle: Mileage will be reimbursed according to the IRS standard mileage rate. A copy of a Google map or Mapquest map showing the number of miles from the point of origin to the destination must be provided. Parking and tolls will be reimbursed. Documentation of the cost for airfare to same destination on the same travel dates must be provided. The lesser of the two costs, POV travel costs or comparable airfare, will be reimbursed.

Local transportation: Use of public transportation is encouraged. Shuttle/taxi fare and train and bus fares will be reimbursed. Rental fees for economy class cars will be reimbursed if circumstances make it impractical to use public transportation AND the cost is less than a shuttle/taxi. Fees for limousines or other luxury vehicle services will not be reimbursed.

MEALS

Travel meals and incidental expenses will be reimbursed at the GSA per diem limit based on the zip code for the meeting location. On the first day (departure) and last day (return) of travel, APS will reimburse 75% of the per diem amount. On other travel days between the first and last days, APS will reimburse up to 100% of the GSA per diem limit. Per diem may not be claimed when meals are provided as part of a meeting or conference. Alcohol will not be reimbursed.

LODGING

Lodging expenses will be reimbursed up to negotiated room rate for events with a hotel room block. Otherwise, reimbursement will be up to the GSA per diem limit for the zip code of the lodging facility. Room service, laundry, telephone, and internet access fees and other personal expenses will not be reimbursed. Tips and gratuities for hotel staff will not be reimbursed.

OTHER EXPENSES

Other expenses not described within these guidelines **may be** reimbursed. When possible, traveler should obtain authorization in advance for other expenses. Personal entertainment and other personal expenses and incidentals will not be reimbursed.