REIMBURSEMENT GUIDELINES

NSF requires that travel – including meals, housing and transit are conducted by the most economical method. In all instances, receipts are required except for per diem meals. Shared expenses must be explained in a separate document.

TRAVEL

AIR – use economy/coach class fares for all grant travel, plus reimbursement for first checked bag.
   Not reimbursed
   a) Upgrades of any kind
   b) Flight Insurance
   c) Booking agent fees
   d) Use of frequent flyer mileage

Multi-destination flights
1) Obtain comparative list of flights to/from destination, using actual airline.
   Example 1: Home Base (A) to Conference (B) with plans to continue Personal travel (C)
   Grant will reimburse A to B, so obtain pro forma cost of flight from A to B
   Example 2: Personal travel (C) to Conference (B) with return to Home Base (A) or back to (C)
   Grant will reimburse based on pro –forma from A to B and return

AUTO RENTAL – use economy auto for travel, if total cost is less than cost of economy air. If auto is chosen for travel, obtain comparative airfare for same travel. The lesser cost will be reimbursed. Gas, parking and tolls will be reimbursed with receipts.

PERSONAL AUTO – mileage reimbursement for personal auto is $0.56/mile. Attach a Mapquest or Google Map showing miles driven. Parking and tolls are allowed – with receipts.

LOCAL TRANSIT – use of public transportation is encouraged, including shared rides - shuttles/taxis, trains and buses. Limousines must be justified.

MEALS

Meals on travel are reimbursed for either actual receipts or per diem on a travel request. There is no mixing and matching of actual receipts and per diem per travel incidence. APS’ per diem caps at $20/20/35. APS does not follow GSA travel guidelines. If using actual cost, receipts must show itemized expenses.
   Not reimbursed
   a) Meals - when provided at a conference; unless there is a mitigating circumstance (e.g. late arrival, early departure or strict dietary needs not met)
   b) Reimbursement for dinners during conferences
   c) Hotel in-house meals charged to room, unless itemized bill obtained
   d) Meals/coffee breaks for intramural meetings of an organization or any of its components

HOUSING/HOTELS

Receipts must be provided for reimbursement of housing on grant travel. If sharing a room or some unique arrangement is made, APS requires a copy of total receipt and an explanation of expense reimbursement requested. If conference room rates are obtained, these must be used
   Not reimbursed
   a) Rooms not applying conference rates when available. Mitigating circumstance will be considered, where a plausible written explanation is given.

OTHER EXPENSES

Other expenses must be accompanied by receipts and explanations where necessary.
   Not reimbursed
   a) Telephone, fax, entertainment, liquor, internet access