

TRAVEL AWARD /EXPENSE REIMBURSEMENT POLICY

PURPOSE:

The travel/expense reimbursement policy defines allowable travel expenses and explains how to report expenses on an expense report.

PROCEDURE:

TRAVEL METHOD:

1. Air and Train

Air travel will be arranged utilizing a combination of the most direct, convenient and cost effective routing. Due to current air fare structures and routing systems, this may mean a plane change and/or a required Saturday night stay that may not be apparently necessary but that can significantly reduce the total price of a ticket. Once tickets are issued, any additional expenses incurred in changing the airline reservations, itineraries or departure times, may be at the expense of the traveler. Airline tickets should be purchased 30 days in advance of travel.

When traveling overseas, the airline must be part of the Fly America or Open Skies policy. Information on the four Open Skies Air Transportation Agreements (U.S. Government Procured Transportation) and other specific country agreements may be accessed via the Department of State's website.

2. Automobile

Automobile travel will be reimbursed at the IRS rate (\$0.565 per mile as of January 1, 2013). All parking and tolls incurred when traveling are reimbursable. *If it is more economical and efficient to travel by air or train, automobile costs will be reimbursed up to the amount that would have been spent on airfare or train tickets only.*

3. Other

The uses of cabs, buses, limos, etc. should be determined based on the most economical and efficient method of travel between home and the meeting site. It is recognized that there are situations where this is not practicable but this should be fully explained on the expense report.

4. Car Rental

A rental car may be used only if circumstances make it impossible or impractical to use public transportation.

HOTELS:

At SIAM conferences, use the room rate negotiated by the SIAM Conference Department. Reimbursement is limited to single room rate for the necessary number of nights, not to exceed the number of conference nights plus one. If you are using a hotel for which SIAM has not negotiated a rate, you may not charge more than the cheapest negotiated rate at the conference hotel(s).

MEALS:

Reasonable costs for meals will be reimbursed while at the conference or on the days traveling to or from the conference.

There are two options for meal reimbursement. You must select an option and use it for the entire trip. The options are ~

Full Reimbursement ~

For full reimbursement, detailed receipts are required whether the meals are paid for in cash or credit card.

Detailed receipts for meals showing the food and beverages ordered are required. If the meals are included on the hotel bill as room service, a detailed receipt is still required. Since SIAM receives funding from government agencies it is mandatory that we receive the detailed receipts so that unallowable costs can be segregated for government funding purposes.

If a detailed receipt/receipts are not provided to support a meal item on the expense report, the meal/s will be deducted from the expense report and not reimbursed.

Per Diem ~

Costs vary according to the area of the country; there are no fixed per-diem rates. The U.S. General Services Administration (GSA) updates the per diem by city periodically. If using per diem, the rate for the conference city traveling to should be used.

Current per diem rates are available at ~

Domestic ~ <http://www.gsa.gov/portal/category/21287>

Outside US ~ http://aoprals.state.gov/web920/per_diem.asp

EXPENSES THAT SIAM WILL NOT REIMBURSE:

Expenses that are considered personal include, but are not limited to, in-room movies, valet/laundry service, health clubs, toiletries, magazines, etc.

Internet access fees charged by a hotel will not be reimbursed. Note that the SIAM conference department may have negotiated free access in part of hotel or has negotiated a reduced access fee.

RECEIPTS:

It is requested that receipts for all business expenditures be attached to your expense report, unless unobtainable or impractical. Any individual item of expense in excess of \$25.00 must be substantiated by a receipt.

The exception to the \$25.00 rule is receipts for meals. Detailed receipts for all meals are required in order to receive full reimbursement.

EXPENSE REPORTS:

1. Expense reports are to be filled out within 30 of the end of the conference. Expense reports not fully completed in accordance with this procedure will be returned for completion.
2. Expense reports are to be detailed; show a breakdown of expenses for each date such as hotel bill, breakfast, lunch, dinner, tips to bellhops, telephone calls, etc. Any unusual expenses or special circumstances should be explained on the expense report in the explanation of expenses box.
3. When personal automobiles are used, mileage should be shown as miles from origination point to destination point and return.
5. Fill in the Purpose of Trip section using Travel award – “conference code”
6. If you chose full reimbursement for meals, in the Explanation box, note the total of all alcoholic beverages, including tax and gratuity.
7. Sign and date the expense report.

8. You may scan the report and receipts and attach them to an e-mail to Littleton@siam.org (student) or to kolata@siam.org (postdoc/early career).

Or you may mail the expense report and receipts to:

SIAM
c/o “conference code” student travel - Littleton
3600 Market St.
6th Floor
Philadelphia, PA 19104-2688
USA

or to

SIAM
c/o “conference code” early career travel – Kolata
3600 Market St.
6th Floor
Philadelphia, PA 19104-2688
USA