



# The American Association of Physics Teachers

## Travel Expense Reimbursement

(See Instructions on Reverse Side)

NAME \_\_\_\_\_ DATE \_\_\_\_\_

MAIL CHECK TO (Address) \_\_\_\_\_

EMAIL \_\_\_\_\_ DAYTIME PHONE (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

PURPOSE OF TRAVEL (Be specific, include person and/or organization visited and reason for visit or meeting attended) \_\_\_\_\_

\_\_\_\_\_

ITINERARY (*Only original receipts accepted)									
ORIGIN		FROM	FROM	FROM	FROM	FROM	FROM	FROM	ITEM TOTAL
DESTINATION		TO	TO	TO	TO	TO	TO	TO	
ITEM NO.	DESCRIPTION OF ITEM	DATE	DATE	DATE	DATE	DATE	DATE	DATE	
1	PERSONAL AUTO MILEAGE (DAILY) (MILES x 45¢)	_____	_____	_____	_____	_____	_____	_____	
2	FARE* ____ AIR ____ RAIL								
3	CAR RENTAL*								
4	PARKING/TOLLS*								
5	CAB FARES*								
6	LODGING*								
7	MEALS								
8	TELEPHONE*								
9	MISC. ITEMS*								
TOTALS									

ACCOUNTING USE ONLY					
COST CENTER	GENERAL ACCT#	LEDGER DISTRIBUTION AMT	COST CENTER	GENERAL ACCT#	LEDGER DISTRIBUTION AMT

I certify that the above charges, incurred by me, are correct and proper and are not claimed to any other institution for reimbursement.

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Claimant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Approved by \_\_\_\_\_ Date \_\_\_\_\_

AMOUNTS TO BE ACCOUNTED FOR:

Total Expenses (+) \$ \_\_\_\_\_

Cash Advance (-) \$ \_\_\_\_\_

AAPT Prepayment (-) \$ \_\_\_\_\_

Balance (+ or -) \$ \_\_\_\_\_

Due AAPT       Due Claimant

## INSTRUCTIONS

### *Preparation of Travel Expense Reimbursement*

Expense claims for authorized travel expenses must be submitted to the AAPT Executive Office, One Physics Ellipse, College Park, MD 20740-3845 no later than **30 days after the end of the trip or the date the expense occurred**. In addition to the following restrictions, reimbursements for an item may not exceed the amount actually expended by the traveler.

1. **ORIGINAL RECEIPTS** are required for reimbursement unless permission to provide scanned or photocopies is approved by the AAPT Executive Office. Original receipts are required for taxi fares of \$20 or more.
2. Travelers must stay at the official AAPT conference hotel (if applicable) in order to be reimbursed. Travelers who chose to stay at another hotel will not be reimbursed.
3. The traveler is expected to be generally prudent in controlling lodging expenses. Comfortable, moderately priced hotels are preferred. Overnight accommodations are allowable any night following AAPT business which extends beyond noon and any night preceding a day of AAPT activity which begins before noon.
4. AAPT will pay parking fees at airports and hotels when the use of a private automobile is clearly necessary and/or is economical. Such reimbursement will not exceed the cost of public transportation.
5. Travel by private automobile for distances up to 300 miles and return will be compensated at the rate of 45¢ per mile or the lowest available airfare, whichever is lower. Carpooling to save AAPT funds is encouraged, in which case 45¢ per mile may be paid to the car owner even for distances of more than 300 miles. Passengers' names should be attached to the Travel Expense Reimbursement form. Road and bridge tolls will be reimbursed if original receipts are submitted.
6. The actual costs of travel between cities by public transportation or private commercial carrier will be reimbursed up to a maximum equal to the lowest available airfare. Public transportation includes air, train, limousine, and long-distance bus. Reimbursement for baggage fees will be limited to one checked bag.
7. The costs of rental cars are not reimbursable unless their use is authorized in advance by the Executive Office. An individual who elects to use a rental vehicle without prior approval from the Executive Office may receive mileage reimbursement as limited in #5 above. In such cases, any rental charges in excess of the 45¢ per mile will be the responsibility of the traveler.
8. Actual costs of meals including tip will be reimbursed to a maximum of **\$40 per day**. Exceptions will be made when group events, such as banquets, result in higher costs. If you attend an event at which AAPT provides a meal, meal reimbursements should be reduced from a maximum of \$40 a day by an amount of \$10 for a group breakfast, \$10 for a group lunch, or \$20 for a group dinner. The cost of meals should not be billed to AAPT unless the traveler is unavoidably away from home on AAPT business. **No reimbursement will be made for alcoholic beverages.**
9. Telephone calls and internet access charges may be charged to AAPT only if they were made to expedite AAPT business. Personal phone calls and charges for internet access, even if they appear on hotel receipts, will not be reimbursed.
10. AAPT will not reimburse travelers for travel insurance.
11. AAPT funds may not be used to reimburse members for registration fees incurred while attending AAPT meetings.

*Effective: January 1, 2011*