

REIMBURSEMENT INFORMATION

Maximum Reimbursement from APS:

The EB 2009 travel allowance (including housing, ground transportation, meals, and airfare) is \$1000 for Frontiers RTs. This funding level is based upon typical airfares, double room rates, meal expenses, and other necessary expenditures for a three-night, four-day stay in New Orleans, LA.

Allowable/Not Allowable Expenses:

Following is a table giving you an idea of what expenses you can and cannot claim on the Travel Expense Voucher that you will submit after the EB 2009 meeting. (These guidelines, as well as the voucher forms, will be given to you later.)

| Expense Item | Allowable | Not Allowable |
|--------------------------------------|--|---|
| Airfare | Tickets should be the most economical possible (e.g., round-trip; coach fare; purchased well in advance or at least one-month ahead; and including a Saturday night stay). | First or Business Class tickets. |
| Ground Transportation | Transportation to and from the airport, plus to and from the hotel to meetings and for meals (within reason). | Transportation for sightseeing or other entertainment purposes. APS will not reimburse for rental cars for this meeting. |
| Meals | The APS will reimburse you for your actual expenses up to \$61 per day. | Alcoholic drinks are not included. Reimbursement for meals when they are provided, i.e. boxed lunches during Teacher/Student Workshop and RT/Host Luncheon. |
| Lodging | Hotel room charges and taxes. | Does not include hotel charges for phone calls, in-room movies, valet, gym fees, dry cleaning, etc. |
| Tips | Permissible for restaurant wait staff, skycaps, hotel bell staff, taxi drivers and housekeeping. | |
| Other People Accompanying You | | You are responsible for any charges incurred by any family member or friend including transportation, extra person charges by the hotel, and food (with the exception of the APS RT/Host luncheon.) |