



# TRAVEL EXPENSE REPORT

(See instructions on back of form)

The American Physiological Society  
 9650 Rockville Pike  
 Bethesda, MD 20814-3991  
 Business Office (301) 634-7160

Payee: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Submit *Travel Expense Report* to APS Business Office within thirty (30) days of return.
2. Attach receipts for all expense items over \$25.
3. For air travel, attach tickets or itinerary (if e-ticket). If requesting reimbursement by APS, attach proof of payment.

Purpose of travel	Date and location (from/to) of travel (include time of departure and return)

Transportation Costs:	←===== Dates =====→							Total Expenses	Less paid by APS (corp card or travel agent)	Net Expenses
Plane/Rail Fare								-		-
Auto @ \$0.55 per mile								-		-
Taxi / Limo / Bus								-		-
Auto Rental								-		-
<b>Total Transportation</b>									-	(A)

Lodging:										
Hotel								-		-
<b>Total Lodging</b>									-	(B)

Meals Expense (limit = \$61/day):										
Breakfast (incl tip)								-		-
Lunch (incl tip)								-		-
Dinner (incl tip)								-		-
Daily Meal Total	-	-	-	-	-	-	-			-
<b>Total Meals Expense</b>									-	(C)

Incidental Expenses (e.g., parking, tips, tolls, etc. - itemized):										
								-		-
								-		-
								-		-
<b>Total Other Expenses</b>									-	(D)

I certify that the above expenses are correct and proper

\_\_\_\_\_  
 Signature of Traveler

**Total Expenses (A+B+C+D) \$ -**

Less: Cash Advance -

Please consider making a donation to APS in the form of partial or full payment of your travel expenses. APS is 501(c)3 charitable organization. **Less: DONATION -**

**Due to Traveler or (APS) \$ -**

<APS office use only>

Approved by: \_\_\_\_\_ Acct#(s)/Amt(s): \_\_\_\_\_

Date Paid: \_\_\_\_\_

Department \_\_\_\_\_

Check Number: \_\_\_\_\_

Business Office \_\_\_\_\_

Voucher Number: \_\_\_\_\_

## INSTRUCTIONS

Expenses in connection with duly authorized travel for The American Physiological Society will be reimbursed upon the presentation of properly prepared vouchers signed by the claimant and approved by the appropriate authority in charge of the activity concerned. Unusual circumstances in connection with the travel expenses should be fully explained.

All pertinent information should be filled in as requested, including the traveler's name and address, purpose of travel, the date and location (departure and destination), and the time of the first day's departure and the time of return.

### 1) Transportation Costs:

- a) Transportation voucher stubs (ticket or itinerary) must accompany this voucher. The most economical coach fares must be used whenever possible. Under extraordinary circumstances business or first class fares may be permitted if they have been approved by the Executive Director prior to purchase of the tickets.
- b) Reimbursement for use of the traveler's automobile will be at the rate of 55 cents per mile. Actual amounts paid for tolls and parking may be claimed in addition to the mileage allowance and should be shown as Incidental Expenses on the report. Reimbursement for the use of the traveler's automobile cannot exceed the cost of the same travel by air.
- c) Out of pocket expenses for business related taxi and limousine fares will be reimbursed to the traveler at actual cost. The use of a rental car in lieu of public transportation must be approved prior to travel and justified on a separate statement attached to the *Travel Expense Report*. Rental car expense will be reimbursed only to the extent of equivalent fares for public transportation.

### 2) Lodging:

- a) Cost of hotel rooms will be reimbursed on an actual cost basis if a receipted bill is attached. Reimbursement shall be at the rate of a single room (if available). Otherwise, a written explanation should accompany the *Travel Expense Report*. Daily hotel charges for online access to the internet are a reimbursable expense and should be shown as Incidental Expenses on the report. The cost of a room shared with persons not on Society business should be pro-rated on an equitable basis.

### 3) Meals Expense:

- a) Actual expenses for meals will be reimbursed up to a maximum of \$61 for each calendar day while on travel status. When meals are paid directly by the Society during a meeting or other function, travelers should reduce their meals expense to the extent possible. For partial travel days, actual expenses will be reimbursed for up to \$30.50 (i.e., one-half of the daily rate).

### 4) Incidental Expenses:

- a) Other reasonable expenses (e.g., parking, other tips, tolls, internet access, etc.) are reimbursable, and they should be itemized on the *Travel Expense Report*.
- b) Personal expenses such as laundry, valet, movies and entertainment, travel insurance, personal phone calls, etc., are not reimbursable expenses.