

# ASA TRAVEL/EXPENSE REIMBURSEMENT FORM

(see policies on page 2)



Name  
Address  
  
Check Payable to  
Purpose of Trip/Destination




Private Auto: x \$0.54 =

Dates								
Ground Transportation								
Lodging								
Breakfast(\$17max., including tip)								
Lunch (\$18 max., including tip)								
Dinner (\$34 max., including tip)								
Other Tips								
Internet								
Bag Check								
Parking								
Other (specify)								
<b>DAILY TOTALS</b>								

**TOTAL OUT OF POCKET EXPENSES**

**Travelers Certification**

I certify that this information is correct and complies with ASA travel expense policies.

\_\_\_\_\_

*Signature of Traveler*

Cash Advance

Balance Due to ASA

Balance Due to Traveler


**ASA OFFICE USE ONLY**

Account Code	Amount	Notes:
<b>Total</b>		
		<p>_____ <i>Staff Signature</i> <span style="margin-left: 100px;"><i>Date</i></span></p>

Authorization/Approval: I certify that these expenses were incurred for ASA-related activities. I have verified documentation and approve them as proper charges to ASA.

Please return to your ASA staff contact.

# ASA TRAVEL AND BUSINESS EXPENSE POLICY

The following is the ASA travel and expense reimbursement policy for staff and volunteer travel on behalf of the ASA. In addition to these policies, we also ask that you use sound business judgment and apply decisions consistent with normal living standards.

**Air Transportation:** Your reservations will be made for you unless you prefer to make your own arrangements.

If you wish to have the reservations made for you, please complete the Meeting Participation & Travel Arrangements Form at <http://www.amstat.org/comm/travelform>.

If you prefer to make your own reservations are and able to find reasonable travel fares, you must have them pre-approved. Contact Claudine Donovan at ([Claudine@amstat.org](mailto:Claudine@amstat.org)) or (703) 684-1221 for approval. When booking your own reservations,

- Book tickets at least three weeks prior to traveling or as far in advance as possible.
- Travelers are encouraged to reduce transportation costs whenever possible by staying over a Saturday night, if the airline fare savings is more than the cost to stay overnight.
- All those traveling on behalf of the ASA should secure the lowest-priced, coach class, nonrefundable tickets for approved trips. If you must make a change to your reservation, please contact Claudine Donovan or your ASA staff liaison for approval before making a change to your existing flight schedule.

**Lodging:** For meetings held at or near the ASA office, reservations will be made for you at ASA's preferred local hotel. Complete the Meeting Participation & Travel Arrangements Form at <http://www.amstat.org/comm/travelform>. Generally, reservations are made for the night preceding the meeting and the nights of the meeting at a single room rate. Room and tax only will be billed to the ASA. All incidental charges (mini-bar, movies, extra person in hotel room, etc.) and additional nights of stay outside of the approved travel dates are your responsibility. An additional night(s) will be reimbursed if there is a significant saving in air cost to stay over a Saturday or if flight schedules preclude reasonable travel following the end of the meeting. Please include documentation and justification for the extra nights, including cost savings experienced with your travel claim.

**Vehicles:** Car rental costs are generally not reimbursable. Exceptions to this policy require prior approval. The ASA will reimburse the traveler for necessary taxi or other ground transportation and for the use of a personal vehicle. Reasonable and necessary parking and tolls will also be reimbursed.

**Meals:** Maximum amounts for meals are as follows:

- Breakfast** - \$17.00
- Lunch** - \$18.00
- Dinner** - \$34.00

When dining as a group, please request separate checks for everyone in the party. If one person pays for the entire check for everyone in the party, that person is responsible for any overages beyond the amount allowed for that meal. The names of all individuals in the party should be written on the receipt submitted for reimbursement. Alcoholic beverages are not reimbursable.

## Miscellaneous reimbursable expenses:

- *Telephone:* Reasonable and necessary telephone charges will be reimbursed.
- *Fax and copying:* Reasonable and necessary service charges for purposes of the meeting.
- *Gratuities/Tips:* Reasonable gratuities (e.g., porters @ \$1.00/bag and hotel housekeeping @ \$2.00/room/day).
- *Laundry and Valet:* Reasonable and necessary charges will be deemed reimbursable for business trips lasting five days or more.
- *Internet:* Reasonable and necessary hotel and in-transit internet access charges.

## The following are not eligible for reimbursement:

- *Non-essential items:* Items such as newspapers, movies, entertainment, and health club fees will not be reimbursed.
- *Alcoholic beverages:* The ASA does not reimburse for alcoholic beverages.

**Expense Report Approval:** EXPENSE REIMBURSEMENT REQUESTS MUST BE FILED WITHIN 30 DAYS FOLLOWING THE CLOSE OF THE EVENT. The ASA requires receipts for all expenditures, unless you are unable to obtain them (for items such as metro, hotel tips).

Completed forms and receipts for ALL expenditures MUST be forwarded to the appropriate staff contact for the event.

**Meetings in Conjunction with the Joint Statistical Meetings (JSM):** The ASA does not reimburse volunteers for travel expenses for meetings that are held in conjunction with the JSM.

**Exceptions:** Exceptions to the above policies may be made in special circumstances with prior approval.

**Reimbursement Procedures:** It is the responsibility of all ASA staff members who authorize travel reimbursement to make such individuals aware of the ASA travel policy. All supporting documents should be submitted with the ASA Travel/Expense Reimbursement Form. RECEIPTS FOR ALL EXPENDITURES MUST BE PROVIDED.

**Completed reimbursement forms should be submitted to ASA, 732 North Washington Street, Alexandria, VA 22314 within 30 days following the close of the event. Scanned/ emailed expense forms and receipts are acceptable.**