

AUCD Travel Reimbursement

Travel, Lodging and Per Diem Reimbursement Guidance

This document provides general guidelines to use to prepare travel, lodging and per diem reimbursement logistics for AUCD hosted meetings and events.

Allowable Expenses

Travel Expenses:

- Economy air/train/bus fare to and from meeting location.
- Reasonable ground transportation expenses between the meeting attendee's home or office and home city airport or bus/train station.
- Reasonable ground transportation expenses between the airport or bus/train station and the event hotel.
- Airport parking expenses based on the start and end dates of the event, and subject to a reasonable travel schedule.
- Hotel parking expenses for local or non-local attendees who drive to the event.
- Automobile mileage will be reimbursed at the current governmental rate¹. Only the driver of the automobile is eligible; passengers are not eligible for reimbursement.
- In general, car rental is not an allowable expense unless pre-authorized by AUCD.

¹ See GSA POV Mileage Reimbursement Rates.

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA_BASIC

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Lodging Expenses:

- Actual single room and tax charges are reimbursable at event hotel or at other hotel if equal to or cheaper than the event hotel.
- The number of nights authorized for reimbursement is based on the start and end times of the event, and subject to a reasonable travel schedule.
- At check-out the attendee will be responsible for payment of any additional nights of lodging, incidental expenses and the difference between the single and double room rate, if applicable.

Per Diem:

- Per Diem will be provided to non-local attendees.
- Following GSA guidelines², and based on the geographical location of the meeting, AUCD will reimburse attendees for per diem expenses **as supported by receipts**.
- Per Diem expenses include meals, tips, and transportation to and from meals.
- AUCD does not reimburse meeting attendees for any incidental charges (i.e., internet fees, movie rentals, personal phone calls, etc.) or for alcoholic beverages.

Attendees must **complete and sign an expense form and attach proper receipts** for all meeting-related expenditures to be reimbursed. With the exception of public transportation fares related to attending a meeting, AUCD will not reimburse attendees for expenses that are not supported by receipts.

² See GSA Per Diem Rates.

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC



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AUCD Travel Reimbursement

NAME: _____ PROGRAM: _____

CHECK PAYABLE TO: _____

ADDRESS: _____

DATE(S): November 8-11, 2009

EVENT: AUCD Annual Meeting: Trainee Travel Scholarship

******YOU MUST ATTACH RECEIPTS FOR ALL LISTED EXPENSES******
You are eligible for up to \$200 (per attendee)

Date	Description	Account (office use)	TOTAL

TOTAL SPENT \$ _____
TOTAL REIMBURSED \$ _____

CHECK PAYABLE TO: _____

SIGNATURE: _____

Office Use Only
 APPROVED: _____

DATE: _____