



Date(s) of Meeting:\_\_\_\_\_

## Form revised: 1/8/15

**\*See reverse for instructions\***

## Non-Employee Expense Reimbursement Guidelines

1. **Expenses must be submitted within 60 days.**
2. **All** expenses must be accompanied by **original** receipts.
3. Always indicate the name and project number of the meeting you are attending and send your expense request to the person or department hosting the meeting. If these requirements are met, we will be able to process your expenses in a timely manner.
4. **MEAL EXPENSES: Meal expenses must be accompanied by an itemized receipt\*.** The actual cost of meals plus tips and, if applicable, tips for porter and maid will be reimbursed **up to \$65 per day**. You must submit a register/computer receipt that has the restaurant name and date imprinted on it **with an itemized food/beverage list**. No other types of receipts will be accepted. If a meal is provided by the AFT during a meeting or conference, the receipt for that meal will **not** be reimbursed and the \$65 per diem will be broken down into the following amounts: Breakfast \$12, Lunch \$18 and Dinner \$35.
5. **TRANSPORTATION:** Taxi fares **to and from the airport** and/or automobile mileage (usually transportation to and from the airport) at the rate of 57.5 cents per mile (1/1/15 – 12/31/15), parking and road tolls will be reimbursed with proper documentation. Receipts **must** be provided for **all** taxis, parking and road tolls. If long auto trips are made, reimbursement for mileage and tolls will be made up to the lowest discounted airfare. When calculating mileage, you **must** include the number of miles. **Please note that taxi fares incurred during the course of the conference, i.e. to/from restaurants, are not covered.**
6. **AIRFARE & TRAIN TRAVEL:** Reservations should be made through AFT Travel with as much advance notice as possible. The AFT's policy is to purchase the least expensive ticket available for your trip. You must call AFT Travel to change or cancel an existing airline ticket as soon as you know of the change, **but no later than the departure of the first flight on the ticket** so that AFT will not lose the entire value of the ticket. If you do not use a train ticket that you receive, you must return the paper ticket to AFT Travel in order for AFT to receive a refund.
7. **HOTEL:** AFT's master account at the hotel will cover only your room and room tax charges. You are responsible for paying all other incidental charges to your hotel room (meals, phone calls, internet, etc.) upon check-out. You must submit copies of charges for reimbursable meals and incidentals on your hotel bill. If you fail to notify AFT (or the hotel directly, if at the last minute or outside regular business hours) of a change in your travel plans, you are responsible for paying the resulting "no-show" penalty charge from the hotel, usually one night's room and tax. Internet charges will **not** be reimbursed by AFT.
8. **TELEPHONE CALLS:** AFT will reimburse **ONE** telephone call home per day and business related calls to check in with your office. These calls should be kept as short as possible. Please use a calling card or cell phone instead of using the hotel's long distance service to help minimize the cost of the calls. Cell phone roaming charges will not be reimbursed.
9. **CAR RENTAL:** As a rule, car rentals are **NOT** covered. There are times when special circumstances make them necessary however, this must be discussed and approved **prior** to the meeting. AFT does **NOT** reimburse the cost of re-fueling at the rental car company. Please re-fill the gas tank prior to returning the car to the rental car company. AFT does **NOT** reimburse fees that are associated with Frequent Flyer Miles. These fees (FTP and/or FF) will be deducted.
10. **MISCELLANEOUS:** No expenses of a personal nature (e.g., health club, movies, laundry, newspapers, etc.) will be reimbursed. Internet, for either business or personal use will not be reimbursed. Hotel tips will be reimbursed as follows: Maid – maximum of \$2.00 per day, Bellhop – maximum of \$2.00 on arrival day and \$2.00 on day of departure (may not be applicable to grants).

**\*Itemized receipt would be the details of meals and drinks ordered (credit card receipt with total paid is not applicable). If government grant, no alcohol costs are reimbursed.**