

AMERICAN SOCIETY FOR ENGINEERING EDUCATION  
1818 N Street, NW, Suite 600, Washington, D.C. 20036

**Request for Reimbursement of Travel Expenses**  
*Authorized Under Travel Authorization*\_\_\_\_\_

**Requests for Reimbursement should be submitted no later than thirty (30) days after a meeting.  
Receipts must be provided for all reimbursement claims.**

NAME (Type or Print)\_\_\_\_\_

ADDRESS (Mail check to)\_\_\_\_\_

INCLUSIVE DATES\_\_\_\_\_TO\_\_\_\_\_

FROM\_\_\_\_\_TO\_\_\_\_\_ MEETING PURPOSE\_\_\_\_\_  
(Location) (Location)

TRANSPORTATION EXPENSE:

1. Local transportation (taxis, etc. – include receipts for over \$25) \$\_\_\_\_\_
2. Actual auto mileage – **(0.545 cents per mile)** \$\_\_\_\_\_
3. Airport parking of private automobile (include receipt) \$\_\_\_\_\_
4. Airline fare (must be pre-approved) \$\_\_\_\_\_
5. **TRANSPORTATION REIMBURSEMENT (Total of 1-4)** \$\_\_\_\_\_

OTHER EXPENSES:

6. Lodging: FROM\_\_\_\_\_TO\_\_\_\_\_ ROOM RATE: \_\_\_\_\_ \$\_\_\_\_\_
7. Meals purchased:  
Breakfast\_\_\_\_\_ X \$\_\_\_\_.00=\_\_\_\_\_ +  
Lunch \_\_\_\_\_ X \$\_\_\_\_.00=\_\_\_\_\_ +  
Dinner \_\_\_\_\_ X \$\_\_\_\_.00=\_\_\_\_\_ =  
Incidentals \_\_\_\_\_ X \$5.00 = \$\_\_\_\_\_
8. Misc. Expense \$\_\_\_\_\_
9. **TOTAL REIMBURSEMENT REQUESTED (Sum of 6, 7, 8):** \$\_\_\_\_\_

CERTIFICATION: I certify this report is accurate.

Signature\_\_\_\_\_

Date\_\_\_\_\_

**FOR ASEE HEADQUARTERS USE ONLY**

Total Reimbursement Approved:\_\_\_\_\_

Approved by:\_\_\_\_\_

Printed name:\_\_\_\_\_

Charge to account:\_\_\_\_\_

## ASEE VOLUNTEER TRAVEL EXPENSE REIMBURSEMENT POLICY

**General Policy:** As a professional society, the basic tenet of ASEE is that the members who participate in various activities will do so voluntarily as part of their professional growth and to contribute to the advancement of engineering education through the work of ASEE. It is expected that employers of ASEE members will participate in the growth of their employees. However, it is recognized that not all employers are so willing. Individuals may be unable to defray the total expenses for work related to the organization. Therefore, when no other source of funds is available, ASEE will accept an authorized claim for reimbursement of pre-approved travel expenses. **An exception to this is the Annual Conference, for which no reimbursement of expenses will be provided.**

In general, reimbursement from ASEE funds will be for pre-approved expenses incurred by officers, directors and other authorized volunteers when traveling on official ASEE business. The travel must be pre-approved by the individual who has signatory authority over the budget to be charged. If no such budgeted funds are available, it must be authorized by the Finance Committee, Executive Committee, or the Board of Directors of ASEE. In either case, no expenses for travel will be reimbursed unless a pre-approved Travel Authorization is issued by the ASEE Meetings and Conferences Department for that travel. The Executive Director is responsible for approving claims for reimbursement, subject to this policy. The Board of Directors intends that judgment and discretion be used in approving any exception to general policy.

### Specific Guidelines:

1. *Transportation:*
  - (a) ASEE authorizes reimbursement of the lowest available discount fare, and will only authorize coach class transportation when travel by a discount class is not available or would impose undue hardship on the traveler. If the traveler elects to fly coach or a more premium class without ASEE authorization, ASEE will pay only that portion of the total cost equal to the lowest available discount fare. Where the traveler elects and is pre-approved to use a private automobile to make airline connections, ASEE will reimburse both the mileage to the airport (at the rate of \$.54/mile) and long-term airport parking. Receipts for parking expenses should accompany the REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES FORM.
  - (b) When travel by private automobile is elected and pre-approved, total reimbursement for lodging, meals, tolls, parking and mileage is not to exceed the cost of the most economical class commercial air transportation reasonably available. Mileage reimbursement is calculated according to the rate authorized by the I.R.S., currently \$.545/mile.
  - (c) Reimbursement for cost of a rental automobile will be made only in those pre-approved cases justified by the nature of the business of the traveler at the destination, or where other means of reaching the ultimate destination are not feasible.
2. *Out-of-pocket Expenses:* Payment of a fixed daily allowance for lodging and meals actually paid for by the traveler shall be made according to a per diem rate. Exceptions to the maximum lodging rate may be considered if hotel is selected for ASEE convenience. Receipts for lodging are required in order to receive the lodging per diem. The traveler must also specify the meals personally paid for during travel. Reimbursement for local transportation within the area of travel requires receipts (amounts in excess of \$25), which must accompany the REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES FORM.
3. *Other – itemized:* Registration fees and other justified costs will be reimbursed when pre-approved and itemized.