

# FASEB Mentored Travel Award Rules for Reimbursement

1. **REIMBURSEMENT AMOUNT:** Please refer to your approval email for specific maximum reimbursement amounts. These funds are meant to **defray** the expenses for lodging, air, ground transportation, and meeting registration. Original receipts will be required to receive reimbursement. FASEB Mentored Travel Awards are not provided to support the staffing for exhibit booths at the conferences and meetings.
2. **PRO-RATED TRAVEL EXPENSE REIMBURSEMENTS:** Travel award reimbursements will be reimbursed on a **pro-rated basis if a FASEB travel award recipient does not attend the meeting for the full duration.** For example, if the official days of the meeting are 5 days and a travel award recipient only attends the meeting for 2 days, their travel award will be reimbursed on a pro-rated basis. The pro-rated basis will be equivalent to the maximum travel award amount (e.g., \$1,850) divided by the number of days they participated in the meeting (in this instance, 2 days). In this scenario, the amount reimbursed for the travel award expenses will be \$740. [ $\$1,850 \text{ divided by } 5 \text{ days} = \$370 \text{ per day. } \$370 \times 2 \text{ days} = \$740.$ ] Travel award recipients who attend/participate in the meeting for the full length of the meeting, will be reimbursed up to the maximum amount allowed for the travel award (e.g., \$1,850).
3. **MEETING DATES COVERED/ALLOWED:** FASEB Mentored Travel Award will reimburse eligible travel-related expenses for one day pre-meeting and one day post-meeting (example: If the official meeting dates are July 7 - 11; then eligible expenses between July 6 - 12 will be considered for reimbursement only if they are a FASEB Mentored Travel Award allowable expense, and do not exceed the maximum travel award amount.)
4. **TRAVEL EXPENSE VOUCHER:** A travel expense voucher must be completed for each participant even if traveling in a group, or if someone else pays the expenses. This travel award only covers your expenses related to your participation in the selected meeting or conference. Expenses of family members or other parties are not included, nor eligible for reimbursement. **Travel expense voucher must be submitted to the FASEB Diversity Resources Program Office within 30 calendar days from the last day of travel.**
5. **MEETING EXPERIENCE SUMMARY STATEMENT:** Your **Summary Statement** of your meeting experience must be entered in the space provided on the meeting evaluation form which you will receive from **SurveyMonkey.com** when you return from the meeting. Failure to enter this required documentation into the evaluation form will result in a delay in processing and issuing your reimbursement. We will not process your request until all required documentation and receipts have been provided.
6. **MEAL EXPENSES/PER DIEM: NOTE: Do NOT submit meal receipts with your Travel Expense Report.** Expenses for meals will be reimbursed at the current per diem rate of \$69.00 for each calendar day you are on authorized travel status **except the first and last days of travel. On the first day and last travel day, you are eligible for 75 percent (\$51.75) of the per diem rate (\$69.00).**

Any meals provided by FASEB and/or other sponsoring societies (e.g., meals provided in conjunction with a meeting) must be deducted from your daily per diem allowance of \$69.00 (breakfast - \$17.00; lunch - \$18.00; dinner - \$34.00.)

**NOTE: Meals provided during the meeting will automatically be deducted from the daily per diem rate. We will not provide any meal reimbursements for Travel Expense Reports which do not officially include a request for reimbursement using the "per diem rate". Actual meal receipts submitted with the Travel Expense Report will not be reimbursed and will be shredded.**

7. **ROOM/TAX, LODGING EXPENSES:** The FASEB Diversity Resources Program Office will only reimburse room and tax expenses identified on your hotel/lodging receipt. Lodging expenses will be reimbursed at the single occupancy room rate at designated meeting hotels. If a traveler elects to stay at a hotel that is not a designated meeting hotel, reimbursement will be at rates no greater than the comparable rates of designated meeting hotels.
8. **ROOM-SHARE LODGING EXPENSES:** If you choose to room-share and split lodging expenses with anyone, it must be clearly identified in your documentation. NOTE: Please verify the number of guests registered to your hotel room. If there is more than 1 occupant (2 or more guests) designated on the hotel receipt, your hotel expense reimbursement will be adjusted to reflect your portion of the total room/tax expenses. [*Room/tax rate divided by the number of occupants in the room.*]
9. **ROOM/TAX UPGRADES WILL NOT BE REIMBURSED:** Please be advised that increased room rates/taxes related to room upgrades (suites, concierge/executive level rooms, etc.) will be adjusted and reimbursed at the room/tax rates for a basic/quality/standard hotel room. Room/tax rates for room upgrades will not be reimbursed.
10. **ADDITIONAL/EXTRA HOTEL NIGHTS:** Expenses for extra hotel nights will not be reimbursed. If the meeting officially ends prior to 6:00 PM (local time) on the last official day of the meeting, lodging expenses for the same day/night will not be reimbursed.

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11. **INCIDENTALS/PERSONAL EXPENSES:** Personal expenses or incidentals such as tips, movies/entertainment, Internet connection charges, local or long distance phone calls, business center charges, valet, travel insurance, safety deposit box rental, laundry service, etc. are not eligible for reimbursement by the FASEB Diversity Resources Program Office.
12. **AUTOMOBILE RENTAL POLICY:** The use of automobile rentals in lieu of public transportation is not allowed generally; exceptions must be pre-authorized by the FASEB Diversity Resources Program Office.
13. **GROUND TRANSPORTATION EXPENSES:** **The traveler will be reimbursed for ground transportation to and from the airport and their home, and to and from the airport and their hotel on the actual days for arrivals and departures.** Other transportation expenses incurred during the meeting are not reimbursed. Limousine and town car expenses will not be reimbursed.
14. **AIRFARE/AIR TRAVEL EXPENSES:** **Round-trip** airfare will be reimbursed at the lowest possible excursion rate (economy class) and **must be at least a 21-day advance purchase, or equivalent.** Limits for airfare are based on the circumstances of the travel and economy class/standard airfares offered at the time of travel. Upgrades will not be reimbursed and are at the discretion and expense of the traveler. Expenses associated with administrative fees related to changing travel arrangements after the initial reservations have been made will not be reimbursed. Administrative fees related to excess weight for baggage or extra baggage over 1 carry-on bag and 1 checked bag are not eligible for reimbursement. Airline tickets purchased for travel dates that exceed the approved travel award dates (one date prior to or one date after the official meeting dates) will not be reimbursed. We do not pro-rate airfare. **Any exceptions must be approved in writing by FASEB Diversity Resources Program Office personnel in advance of purchase.**
15. **PERSONAL VEHICLES POLICY:** Use of personal vehicle must get pre-authorized in writing by FASEB Diversity Resources Program Office personnel. The total mileage cost to drive to/from the meeting location must be less than the cost of round-trip economy airfare to/from the same destinations. It is at the discretion of the FASEB Diversity Resources Program Office to approve or deny your request. In addition, if approval for use of personal vehicle is granted, the mileage reimbursement is the current mileage rate per the IRS per mile (includes gasoline and oil), but does not include tolls or parking. Excessive/valet parking fees will not be reimbursed.
16. **ABSTRACT FEES:** Abstract/Poster related fees/expenses are not eligible for reimbursement by the FASEB Diversity Resources Program Office.
17. **MEETING REGISTRATION FEES:** Meeting registration fees will be reimbursed at the **advance meeting rate.** The original receipt of payment is required in order to receive reimbursement for meeting registration.
  - a. Original receipts are **REQUIRED.**
  - b. The only **exception** to this requirement is if a University prepays the expenses and the original receipts are required to be retained by the University. In this case, we will accept a duplicate/copy of the receipt.
  - c. Monthly credit card statements are **not** considered to be valid receipts.
  - d. Itineraries for transportation (planes, trains, etc.) are **not** considered to be valid receipts.
  - e. Please retain clear copies of each receipt and other documentation submitted to the FASEB Diversity Resources Program Office for Travel Award reimbursement. In the event that a Travel Award Reimbursement package is damaged before arriving to the FASEB Diversity Resources Program Office, you will be required to provide photocopies of all receipts requesting reimbursement. If copies of receipts are not available, we will not be able to honor your request for reimbursement of expenses not supported by receipts.
18. **REIMBURSEMENT REQUESTS/SUBMITTALS:** Expenses will be reimbursed upon the presentation of properly prepared vouchers signed by the claimant and approved by the FASEB Diversity Resources Program Office. All reimbursement requests must be accompanied by receipts and submitted to the FASEB Diversity Resources Program Office in a timely manner. **Reimbursement requests must be submitted within 30 calendar days after meeting attendance** in order to be considered for reimbursement. It is at the discretion of the FASEB Diversity Resources Program Office to approve or deny late reimbursement requests received after the 30-day post-meeting time has expired.

**Mail (via USPS, FedEx, UPS) your completed expense voucher and original receipts to the FASEB Diversity Resources Program Office located at 9650 Rockville Pike, Bethesda, MD 20814-3998. Faxed or emailed vouchers and receipts will not be accepted.**

**The FASEB Diversity Resources Program Office reserves the right to deny reimbursement for any expenses/charges deemed inappropriate or excessive.**

**We appreciate your efforts in containing costs. Thank you for your cooperation and participation!**