



ASA Travel/Expense Reimbursement Form

(SEE REVERSE)

Name:

Address (to send check):

Phone:

SS# (EIN, if applicable):

Check Payable to:

Purpose of Trip:

Destination:

Begin Date:

End Date:

	Out of Pocket Total	Prepaid Total
Air / Rail Fare: <input type="text"/>		
Private Auto Mileage (48.5 cents/mile): <input type="text"/>		
Auto Costs (tolls, parking): <input type="text"/>		
Rental Vehicle: <input type="text"/>		

Dates ---->									
Ground Transportation									
Lodging									
Breakfast (including tip)									
Lunch (including tip)									
Dinner (including tip)									
Other Tips									
Telephone									
Other (specify):									

Traveler's Certification:
 I certify that this information is correct.

_____/_____/_____
Signature of Traveler *Date*

Total Out of Pocket Expenses	
Cash Advance	
Balance due to ASA	
Balance due to traveler	

ASA Office Use Only		
Account Code	Amount	Notes: <div style="text-align: center;">Authorization/Approval:</div> I certify that these expenses were incurred for ASA-related activities. I have verified documentation and approve them as proper charges to ASA.
Total:		_____/_____/_____ <i>Staff Signature</i> <i>Date</i>

Summary of ASA Travel and Business Expense Policy

(complete guidelines available through the ASA Meetings Department)

The following is intended to provide a guideline for ASA business travel and entertainment. We also ask that you use sound business judgment and apply decisions consistent with normal living standards.

Please make your travel arrangements for this meeting as soon as possible. Our travel arrangements are now being conducted in-house, so please go to <http://www.amstat.org/comm/travelform> for more information. Through this site, you can attain pre-approval for booking your own flight or you can have the ASA book your flight.

Again, if you find reasonable travel fares on your own, please have them pre-approved at <http://www.amstat.org/comm/travelform>, then feel free to book the travel. Please attach a receipt for this expense on the attached Travel Reimbursement Form.

Please direct any air travel questions to Abbie Macatuno via email at abbie@amstat.org or via phone at (703) 684-1221.

Air Transportation: Every effort must be made to book tickets as far in advance as possible. We ask that all reservations be made with a minimum of a 14 day advance purchase. The ASA encourages travelers to reduce transportation costs whenever possible by staying over a Saturday night, if the airline fair savings is more than the cost to stay overnight. All those traveling on behalf of the American Statistical Association will secure the lowest-priced, coach class, nonrefundable tickets for approved business trips. If you must make a change to your reservation, please contact 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 by the ASA Meetings Department at the ASA's contracted hotel. 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 covered if there is a significant savings in air cost to stay over a Saturday or flight schedules preclude reasonable travel following the end of the meeting.

Vehicles: Car rental reservations require prior approval. The ASA will reimburse the traveler for necessary taxi or other ground transportation. Reasonable and necessary parking and tolls will be reimbursed.

Meals: Maximum amounts for meals are as follows.

Breakfast - \$12.00

Lunch - \$16.00

Dinner - \$30.00

When dining as a group, request separate checks for everyone in the party. This makes submitting dining expenses easier for reimbursement. If one person pays for the entire check for everyone in the party, that person is responsible for any overages past the allotted dollar amount for that meal. The names of all individuals in the party should be written on the receipt.

Note: The ASA does not reimburse for alcoholic beverages.

Miscellaneous:

- *Telephone:* Reasonable and necessary telephone charges.
- *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).
- *Non-essential items:* Items such as newspapers, movies, entertainment, and health club fees will not be reimbursed.
- *Laundry and Valet:* Charges will be deemed reimbursable as long as the business trip lasts a minimum of five days.

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 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 from your ASA staff contact.

Reimbursement Procedures: It is the responsibility of all ASA staff members who authorize travel reimbursement to make such individuals aware of the ASA travel guidelines. All supporting documents shall be submitted with the Travel/Expense Reimbursement Form. ORIGINAL RECEIPTS MUST BE SUBMITTED. RECEIPTS FOR ALL EXPENDITURES MUST BE PROVIDED. **Completed reimbursement forms should be submitted to your staff contact and addressed to ASA, 1429 Duke Street, Alexandria, VA 22314.**