



## ASB Guidelines Travel Expense Reimbursement

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site/Location: \_\_\_\_\_

Expenses incurred from (date): \_\_\_\_\_ to (date): \_\_\_\_\_

Purpose: \_\_\_\_\_

### Allowable expenses include the following:

Transportation

Group meals

Lodging

Incidentals (*at the discretion of ASB review*)

Registration Fees

*\*Allowable expenses are "directly linked to the students benefit" and "will benefit a group of students rather than individuals". (FCMAT 2014-2015)*

Advisor/Chaperone expenses will be subject to the following daily limits:

Meals \$51 per day *\*may be adjusted for location per USGSA guidelines* \$5 daily incidentals

Mileage reimbursement= .575 per mile (*Mapquest report showing total miles required*)

### Excluded expenses:

Alcohol Gas

Cash back **Any credit card receipts without an itemized detail of items purchased**

Gift cards *\*ASB reserves the right to exercise discretion over the validity of any expense*

Tips in excess of 15% as per AR 3.9

All original receipts must be submitted with a completed ASB Invoice for reimbursement.

I have read and understand these guidelines. (name) \_\_\_\_\_ (date) \_\_\_\_\_

Is CUSD Transportation Required for your Trip? \_\_\_\_\_ PO# for Transportation: \_\_\_\_\_

Is a substitute required for your trip? \_\_\_\_\_ PO# for subs: \_\_\_\_\_