

Instructions for Submitting Travel Reimbursements

- 1) Fill in the Travel Expense Voucher with details of your expenses.
- 2) Total up the expenses and sign the completed form.
- 3) Tape small pieces of supporting receipts on an 8 1/2 by 11 paper.
- 4) **Make one pdf copy of the completed TEV and all receipts.**
- 5) E-mail the pdf file to : finance@asianetwork.org
- 6) Subject: *Your Name* Travel Reimbursement

Note: If you drive, mileage reimbursement in 2020 is 57.5 cents per mile.

ASIANetwork Travel Reimbursement Guidelines

AN encourages the responsible use of organizational funds. Please make travel plans as soon as possible to take advantage of lower airfares. If considering driving to/from the airport or AN-related meeting destination, estimate mileage reimbursement to compare to alternative means of transport. When driving or shuttling to/from the airport, AN recommends ride sharing with colleagues when possible.

Reimbursement requests must be submitted within 3 months of the event. After that, AN reserves the right not to honor the request.

- 1) AN reimburses expenses for official travel days only.
- 2) Between driving and flying, AN recommends the least expensive option. Discuss with the Executive Director if the more expensive option is more appropriate in a particular situation.
- 3) For transportation from home base to departure airport, choose whichever is less between taxi (or Uber/Lyft) and driving plus parking.
- 4) For airport transportation to/from the hotel, AN will reimburse shuttle or taxi (or Uber/Lyft), whichever is less.
- 5) Car rental and driving of a personal car is reimbursed at the mileage rate. The renter/driver assumes all responsibility for any damages—personal, property or otherwise. In situations where AN gives advanced approval for a rental car to be paid for by AN, full insurance must be taken out to cover AN and the driver for any damages.
- 6) Those who are abroad at the time of an AN-related meeting should discuss their participation with the Executive Director.
- 7) The AN enters into contractual arrangement with hotel(s) for its meetings. If another hotel is more appropriate for your situation, please contact the Executive Director for prior approval.
- 8) AN will reimburse up to \$50/day for meals while traveling. The general guideline is breakfast (\$10), lunch (\$15), dinner (\$25), including tips. AN does not reimburse alcoholic beverages. Submit itemized food receipt, not just the receipt for credit card payment.
- 9) AN recommends 15% for service tips.

ASIANetwork Travel Expense Voucher

Please print or type

Name: _____

Complete Mailing Address: _____

Meeting, or purpose of trip: _____

Send by e-mail pdf copies of this completed voucher and receipts to:
finance@asianetwork.org

Subject: *Your Name* Travel Reimbursement

Date	Details of Expense	Auto Mileage	Auto Mileage Amount	Airfare	Taxi	Lodging	Meals	Other Expenses
Totals								

Grand Total \$ _____

Signature

Please include receipts or copies of bills in support of expenses for lodging and transportation (excluding auto mileage and hotel tips).