

Region VII ASHRAE TRAVEL VOUCHER

Request for payment of transportation expenses incurred in attending a meeting
Requests should be submitted within 30 days after meeting.
Claims submitted after 90 days will not be reimbursed.

Name _____

Address _____

City, State, Zip _____

Meeting Attended _____

Purpose _____

Meeting Location _____

Travel Date(s) _____

RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT
METHOD OF TRANSPORTATION AMOUNT

Air Travel From _____ To _____ \$ _____

Rail, Bus or Rental Car Travel from _____ To _____ \$ _____

Automobile (Region VII transportation policy does not allow for vehicular travel to and from airport or for parking)

Miles _____ Round Trip From _____ To _____ \$ _____

The rate of reimbursement for auto travel will be the most recently approved IRS mileage rate.

Housing expense* \$ _____

Other approved expenses (attach receipts) \$ _____

TOTAL REIMBURSEMENT EXPENSE \$ _____

INDICATE WHAT REIMBURSEMENT IS FOR:

See Region VII MOP.

Return this voucher to: Art Hallstrom, 500 Grove Lane, Lexington, Ky 40517 fax 859.272.3927 art@ahallstrom.com

AIRPLANE TRANSPORTATION

- 1. ASHRAE Region VII policy on use of air transportation is to reimburse the member, when requested, an amount which does not exceed the fourteen (14) day advanced purchase coach fare between the destination points. Exceptions and airfares more the \$500 must be approved in advance by the ASHRAE Region VII DRC.
2. Reimbursable costs are for the basic airfare only. Cost of travel insurance, ground transportation, baggage handling, gratuities and other similar out-of-pocket expenses are not reimbursable.

3. As most ASHRAE travel is to attend meetings, which time and place are usually known well in advance, the member must make reservations early to take advantage of special fares.
4. In some cases airfares can be substantially reduced if the traveler stays over at the destination point. When the member stays over solely to use the reduced fare, ASHRAE Region VII will reimburse the member, when requested, for the airfare paid, plus the amount paid for one night's lodging and food to enable use of the lower fare, providing the total cost does not exceed the fourteen (14) day advanced purchase coach fare between the destination points.

PRIVATE VEHICLE TRANSPORTATION

1. In the case of transportation by private vehicle, ASHRAE Region VII may reimburse the member, when requested, for the vehicle operating expenses at the current United States of America Internal Revenue Service reimbursement rate.
2. The maximum amount that the member will be reimbursed will be equal to the most economical fourteen **(14) day advanced airfare (as defined in the Airplane Transportation section), where applicable.**

DOCUMENTATION

1. All claims should be submitted to Regional Treasurer within 30 days of the travel date. Claims submitted after 90 days will not be reimbursed.
2. Copies of receipts, or tickets, should be included with any reimbursement claim and must clearly show the amount claimed.

ENFORCEMENT

Members will only be reimbursed the cost of a fourteen (14) day advanced purchase coach fare ticket. If the member cannot comply with this policy or has any special circumstances, a letter of explanation must be submitted with the travel verification requirements.

MEMBER RESPONSIBILITY

Prior to making arrangements to travel on behalf of ASHRAE, it is the member's responsibility to identify what costs are reimbursable.

Revised 07/09