

Travel Expense Voucher
(see detailed instructions on page 2 of this form)

Name: _____

Mailing Address: _____
street city state zip

Purpose of trip: _____
meeting attended & date of meeting

City State

Date and hour: Departure: _____ Return: _____

**ALL EXPENSES SHOULD BE REPORTED IN US DOLLARS AND
SUBMITTED WITHIN 90 DAYS OF THE DATE THE MEETING OCCURRED.**

TRANSPORTATION EXPENSES:

Airline ticket reimbursement is limited to economy class, at least two weeks advance purchase rate.

Reimbursement for other forms of travel may not exceed the comparable cost of an airline ticket.

Intercity:	From	To	Carrier	Amount Claimed
_____	_____	_____	_____	US\$ _____
_____	_____	_____	_____	US\$ _____
Local (taxi, etc. to and from home/airport/hotel only - may not exceed \$150)				US\$ _____
Private auto: _____ miles @ 67¢/mile = \$_____ + \$_____ tolls + \$_____ parking =				US\$ _____
(2024 rate)				

LIVING EXPENSES: (limited to night before and night of meeting)

Hotel (Do NOT include movie rentals, health club, or laundry. Reasonable daily cost of internet access is allowed.) US\$ _____

Meals (ACTUAL expenses only, which do not appear on hotel bill; list on page 2) US\$ _____

TOTAL EXPENSES CLAIMED US\$ _____

REGISTRATION FEE (only for Assoc Sec in charge of meeting) US\$ _____

AMOUNT REQUESTED US\$ _____

(Remit payment if amount of adjustments exceeds total expenses.)

I certify that this statement of charges claimed by me, including attachments, is correct and proper:

SIGNATURE _____ DATE _____

	Office Use Only	
Supervisor: _____	_____ - _____ - _____ - _____	\$ _____.
Date: _____	_____ - _____ - _____ - _____	\$ _____.

American Mathematical Society
Explanation of Level B Reimbursement

Travel support is provided for meetings of Level B committees. The Level B voucher is used to reimburse official AMS committee meetings. In the case of joint committees, support from the AMS is available to AMS committee members only. Committee chairs should notify the AMS staff liaison before undertaking meetings for which travel support will be required. Members are urged to exercise economy in formulating travel plans and discretion in requesting reimbursement from the Society.

Reimbursable travel expenses

This is a "full travel support" committee. Meetings are limited to the stated number per year (see charge). Travel to other functions will be reimbursed only with prior approval of the committee chair and staff liaison. For each member attending a regular meeting of the committee the following expenses will be reimbursed, if requested: ground transportation (up to \$150) to and from home/airport/hotel; air or other transportation (see the next paragraph); lodging for the night before and night(s) of any scheduled meeting; reasonable meals for that time period - for example, breakfast \$25, lunch \$50, and dinner \$50 would be deemed reasonable (except that when meals are served in a meeting, no other meal will be reimbursed during that part of the day); and reasonable cost of daily internet access in the travel time period.

Limitations on tickets and hotel

Air tickets must be purchased at least two weeks in advance. Reimbursement will be made for the actual cost of an airline ticket, or ticket for another form of transportation, not exceeding economy class round trip air fare. If you are combining this trip with a non-AMS trip, please consult the staff support for your committee **BEFORE** you purchase your air ticket regarding the documentation required for reimbursement of the AMS portion of the trip. If driving, reimbursement will be at the actual mileage from home city to the meeting site and back at the current approved rate, to the extent that this amount does not exceed the cost of round trip air fare for the same trip. Hotel and meal expenses will be covered for no more than the night before and night(s) of any meeting attended.

Expenses NOT covered

Expenses not covered include: registration fees for AMS meetings (unless you are the Associate Secretary responsible for the meeting); excess ticket charges for seat upgrades, early bird check-in, or tickets not purchased at least two weeks in advance; baggage charges in excess of one checked bag; ticket change charges if for personal reasons (except if plans are changed due to illness or emergency); travel insurance; room charges in excess of the single rate; laundry; health club fees; and in-room movies.

Special grant conditions

Grant-supported projects requiring meetings have special exceptions. No alcoholic beverages will be reimbursed under a federal grant-supported project. Only air travel on U.S. flag carriers will be reimbursed by federal agencies (unless specifically approved in advance). **RECEIPTS ARE REQUIRED FOR ALL EXPENSES.** Please consult the staff liaison for further details.

Submitting vouchers

Email the completed Level B voucher and associated receipts to the staff liaison. All expenses should be reported in US dollars (include documentation from www.oanda.com/currency/converter/ or a similar source). Provide receipts for all expenses, including ticket stubs and boarding passes. If the amount of the expense claimed on the voucher does not match the amount on the receipt, please include a note of explanation **on or with the receipt**. Expenses under \$25 do not require receipts if one is not readily available; however, **only actual expenses will be reimbursed, not estimated. All expense reimbursement requests must be received within 90 days of the date the meeting occurred.** A copy of each voucher and all supporting documentation should be retained for possible inspection by the Internal Revenue Service.

MEAL LOG

DATE	BREAKFAST	LUNCH	DINNER	TOTAL