Expense Report
Society for Industrial and Applied Mathematics
3600 Market Street, 6th Floor
Philadelphia, PA 19104-2688

Name:

Mailing Address: ***Please provide mailing address to which reimbursement check should be mailed:***

Purpose of Trip:

Transportation Expenses:

Airline:

From:
To:
Carrier

Train:

From:
To:

Car Rental

From:
To:

Taxi/Shuttle

Private Auto

# of Miles
(2019 IRS rate $0.58 per mile) enter # of miles above

Tolls

Parking

Total Transportation

Living Expenses:

Hotel

Meals List on reverse side

Total Living Expenses

Miscellaneous:

Total Miscellaneous Expenses

Total Expenses

Signature/Date

Approved

Reimbursable Travel Expenses

Transportation Expenses:

1. Air travel should be arranged utilizing a combination of the most direct, convenient and cost effective routing. (Coach class seating.)
2. Private automobile travel will be reimbursed at the IRS rate.
3. A rental car should be used only if circumstances make it impossible or impractical to use public transportation.

Living Expenses:

1. Hotel reimbursement is limited to single room rate for the night before the meeting, night(s) of the meeting(s) and the night after the meeting.
2. Meals will be reimbursed for reasonable costs. Guidelines for meals in a high cost area are $64 per day for three meals as follows -- Breakfast $15, Lunch $15 and Dinner $34

Miscellaneous Expenses:

1. Internet access fees charged by a hotel will be reimbursed.
2. Telephone - one call per day

Receipts: It is requested that receipts for all business expenditures be attached to your expense report, unless unobtainable or impractical. Any individual items of expense in excess of $25.00 should be substantiated by a receipt with the exception of meals. **All meals required detailed receipts showing items purchased. Meals without detailed receipts cannot be reimbursed. An alternative to detailed meal receipts is to use the Per Diem rate for the host city.**

Non-reimbursable Expenses:

Expenses that are considered personal include, but are not limited to, in-room movies, valet/ laundry service, health clubs, toiletries, magazines, etc.

Submitting Expense Reports:

Mail the completed expense report and receipts to:
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Expense reports should be received within 30 days of the meeting.

Meal Log

Date	Breakfast	Lunch	Dinner	Total
			Total Meals	