Name: 

Mailing Address: 

Purpose of Trip: 

**Transportation Expenses:**

<table>
<thead>
<tr>
<th>Mode</th>
<th>From</th>
<th>To</th>
<th>Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline</td>
<td></td>
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<tr>
<td>Train</td>
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<tr>
<td>Car Rental</td>
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<tr>
<td>Taxi/Shuttle</td>
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<tr>
<td>Private Auto</td>
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</tbody>
</table>

- **# of Miles**: [ ] (2023 IRS rate $0.655 per mile) enter # of miles above
- Tolls
- Parking

**Total Transportation**

**Living Expenses:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Hotel</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
</tr>
</tbody>
</table>

- **Total Living Expenses**

**Miscellaneous:**

- **Total Miscellaneous Expenses**

**Total Expenses**

<table>
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<tr>
<th>Amount</th>
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</table>

**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.

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:
A SIAM Expense report with receipts *MUST* be completed and received by SIAM within two (2)
months of the meeting end date in order to receive reimbursement. Expense reports received after
the deadline will not be reimbursed. Electronic copies of the expense report form and receipts
should be sent via email to the Meeting Manager. If unsure where to direct your forms, contact
meetings@siam.org. In order to expedite processing of expense reports, do not embed
receipts into an email. Please provide PDFs of all receipts.

Meal Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Total</th>
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Total Meals