



The American Association of Physics Teachers

Travel Expense Voucher (See Instructions on Reverse Side)

NAME _____ DATE _____

MAIL CHECK TO (Address) _____

EMAIL _____ DAYTIME PHONE (____) _____ FAX (____) _____

PURPOSE OF TRAVEL (Be specific, include person and/or organization visited and reason for visit or meeting attended) _____

ITINERARY (*Only original receipts accepted)									
ORIGIN		FROM	FROM	FROM	FROM	FROM	FROM	FROM	ITEM TOTAL
DESTINATION		TO	TO	TO	TO	TO	TO	TO	
ITEM NO.	DESCRIPTION OF ITEM	DATE	DATE	DATE	DATE	DATE	DATE	DATE	
1	PERSONAL AUTO MILEAGE (DAILY) (MILES x 45¢)	_____	_____	_____	_____	_____	_____	_____	
2	FARE* ___ AIR ___ RAIL								
3	CAR RENTAL*								
4	PARKING/TOLLS*								
5	CAB FARES*								
6	LODGING*								
7	MEALS								
8	TELEPHONE*								
9	MISC. ITEMS*								
TOTALS									

ACCOUNTING USE ONLY					
COST CENTER	GENERAL ACCT#	LEDGER DISTRIBUTION AMT	COST CENTER	GENERAL ACCT#	LEDGER DISTRIBUTION AMT

I certify that the above charges, incurred by me, are correct and proper and are not claimed to any other institution for reimbursement.

Claimant's Signature _____ Date _____

Approved by _____ Date _____

AMOUNTS TO BE ACCOUNTED FOR:

Total Expenses (+) \$ _____

Cash Advance (-) \$ _____

AAPT Prepayment (-) \$ _____

Balance (+ or -) \$ _____

Due AAPT Due Claimant

INSTRUCTIONS

Preparation of Travel Expense Voucher

Expense claims for authorized travel submitted to the AAPT Executive Office, One Physics Ellipse, College Park, MD 20740-3845 will be processed for payment within two weeks after receipt. In addition to the following restrictions, reimbursements for an item may not exceed the amount actually expended by the traveler.

1. Expense claims for authorized travel must be submitted to the AAPT Executive Office no later than **30 days after the end of the trip or expense occurred.**
2. Travel by private automobile for distances up to 200 miles and return will be compensated at the rate of 45¢ per mile or the lowest available airfare, whichever is lower. Carpooling to save AAPT funds is encouraged, in which case 45¢ per mile may be paid to the car owner even for distances of more than 200 miles. Passengers' names should be listed on the travel voucher.
3. The actual costs of travel between cities by public transportation or private commercial carrier will be reimbursed up to a maximum equal to the lowest available airfare. Public transportation includes air, train, limousine, and long-distance bus. Photocopies are only acceptable for partial payment of travel and lodging for the Section Representatives to the Council meetings.
4. The costs of rental cars are not reimbursable unless their use is authorized in advance by the Executive Officer. An individual who elects to use a rental vehicle without prior approval from the Executive Officer may receive mileage reimbursement as limited in #2 above. In such cases, any rental charges in excess of the 45¢ per mile will be the responsibility of the traveler.
5. Road and bridge tolls will be reimbursed if original receipts are submitted.
6. Original receipts required for taxi fares of \$20 or more.
7. The traveler is expected to be generally prudent in controlling lodging expenses. Comfortable, moderately priced hotels are preferred.
Overnight accommodations are allowable any night following AAPT business which extends beyond noon and any night preceding a day of AAPT business which begins before noon.
8. Actual costs of meals including tip will be reimbursed to a maximum of **\$35 per day**. Exceptions will be made when group events, such as banquets, result in higher costs. If you attend an event at which AAPT provides a meal, meal reimbursements should be reduced from a maximum of \$35 a day by an amount of \$5 for a group breakfast, \$10 for a group lunch, or \$20 for a group dinner. The cost of meals should not be billed to AAPT unless the traveler is unavoidably away from home on AAPT business. **No reimbursement will be made for alcoholic beverages.**
9. Telephone calls may be charged to AAPT only if they were made to expedite AAPT business. Personal phone calls, even if they appear on hotel receipts, must not be charged to AAPT.
10. AAPT will pay parking fees at airports and hotels when the use of a private automobile is clearly necessary and/or is economical. Such reimbursement will not exceed the cost of public transportation.
11. AAPT will not reimburse travelers for travel insurance.
12. AAPT funds may not be used to reimburse members for registration fees incurred while attending AAPT meetings.
13. **ORIGINAL RECEIPTS** are required for reimbursement.

Effective: June 1, 2008