



## Policy Governing Reimbursement of Travel Expenses

### GENERAL

1. Reimbursement by MAA for travel expenses is intended as repayment for actual out-of-pocket expenses only.
2. Signatures: the traveler must sign this request; an approval signature and date is necessary for all grants.
3. No claim should be made to MAA for expenses for which reimbursement is received from other sources. In the case of a trip for which reimbursement is received from more than one source, expenses should be allocated in a reasonably proportional manner.
4. Original receipts must be supplied for travel, lodging, and for any other single item for expenditure \$25.00 or more, but please provide all itemized receipts if possible. Scans of receipts are fine. For mileage reimbursements please attach a distance confirmation (i.e. Google Maps printout). See (6) for food/drink receipt instructions.
5. Persons requesting reimbursement are expected to observe prudent economy in choice of lodging, meals, and mode of travel. The following statements are intended to clarify and make more explicit this general policy.
6. Please note that alcohol and entertainment expenses are strictly prohibited within any federal grant including the cost of alcoholic beverages while traveling during the conduct of the grant. For this reason, receipts of all meals and/or catering must be the detailed version in addition to the summary credit card receipt so that the absence of alcohol charges can be verified. The failure to submit such receipts may result in non-reimbursement

### TRAVEL

1. It is expected that anyone whose travel expenses are to be reimbursed by MAA will travel by the more direct route in terms of time and distance. Major deviations should be explained.
2. Airplane travel should be on a US flag carrier at coach (tourist, economy, and single class) rate. Travelers are urged to seek special discount rates wherever possible.
3. Short daytime trips by train should be by coach. For overnight trips, a roomette should be used.
4. Rental cars should be used only where the cost is less than that of public transportation or where public transportation is not available and the rental cost is less than that of the taxi. Travelers are urged to seek weekend or other discount rental rates.
5. Travel by private cars should be for relatively short trips only. Reimbursement in 2020 is at the rate of \$0.575 per mile and this is intended for automotive expenses excluding toll charges and parking fees.
6. Except in cases where special circumstances preclude travel by public carrier, reimbursement for trip over 600 miles round trip by private car will be at the rate of minimum air fares available during reasonable travel hours at the time of the trip, plus an allowance for taxi or limousine to and from the airport.

### LODGING EXPENSES

1. Reimbursement will be made for actual expenses for lodging and meals.
2. Reimbursement is authorized for hotel and meals at moderate local rates. As a general rule, these rates should be within federal per diem limit (current federal per diem rates are available at <http://www.gsa.gov/portal/category/21287>). Travelers are expected to seek the lowest rates available within reasonable limits of comfort and convenience. Personal charges such as phone, in-room movies, laundry should not be included.

### MISCELLANEOUS EXPENSES

1. Reimbursement is authorized for necessary taxi and limousine expenses in connection with air or train travel. A modest amount of miscellaneous expenses such as tips to porters and business telephone calls is permitted. Tips to waiters should be included as part of the meal costs. Reimbursements will include expenses for materials needed in a presentation for a meeting such as copying and supplies. Unusual expenses should be explained. Receipts are needed for any expenditure \$25.00 or more, but all receipts are appreciated.