

The BATIC Institute will reimburse your costs for attending conferences and meetings in accordance with the following provisions:

This reimbursement will cover the following costs:

- Travel to and from the conference
- Hotel stay at the Per Diem Rate
- Meals and incidental expenses

Please read this memo in its entirety to ensure that you are reimbursed for all costs incurred.

BATIC Institute Travel Policy and Allowable Expenses

Transportation

In addition to the specific costs that the BATIC Institute will cover for transportation to and from the subject conference, the BATIC Institute will also cover the following miscellaneous travel expenses:

- Ground transportation costs including: public transportation in home city (home/office to/from airport or parking at an economy lot at the airport and public transportation to the hotel and public transportation fare back to the airport). **Receipts for these costs are required.**

Air Travel

- Book flights only **after you have received approval** from your state for out of state travel.
- Invited participants are responsible for **booking their own flights.**
- The BATIC Institute will only reimburse **economy fares.**
- Please **make your reservations as far in advance** of the departure date as possible to take advantage of low airfare costs.
- The BATIC Institute **will not reimburse costs that are incurred as a result of unnecessary stopovers, extended stays, or voluntary flight reservation changes.**
- The BATIC Institute **will cover the costs of the first checked bag** for both inbound and outbound flights.
- **Receipts are required for flight purchases and checked bags.**

Car Travel

- Travel by car **for trips less than 150 miles** is reimbursed at the GSA mileage rate of \$0.54 /mile.
- For a trip **in excess of 150 miles**, costs associated with the use of privately owned autos will be reimbursed as long as the cost of the automobile expenses claimed in addition to related subsistence expenses do not exceed the cost of travel by common carrier plus related subsistence expenses. Any trip in excess of 150 miles requires prior approval from the BATIC Institute.
- **A map of the distance traveled is required** to receive reimbursement.

Accommodations

- **A receipt is required** to receive reimbursement for your hotel stay.
- Hotel accommodations must be at **government per diem rate**

Meals

- You will be reimbursed at the per diem rate for each full day. You will be reimbursed at the travel day per diem rate of 75% for your first and last days of travel. **You do not need to provide receipts** to receive reimbursement for meals.

Non-Reimbursable Items

The BATIC Institute will not reimburse members for the following items:

- Local or long-distance telephone calls and access fees: fax fees, internet and computer access charges
- Laundry charges
- Gratuities to doormen, bellmen and housekeeping
- Entertainment, health clubs, resort fees
- Alcoholic beverages
- Flight insurance
- In-flight telephone calls
- Rental cars

Reimbursement Process

You will have 30 calendar days to submit expense reimbursement requests following the event. Reimbursement request forms should be completed along with original receipts for air fare, mileage, ground transportation and parking. **Failure to provide appropriate support receipts will result in the reimbursement being delayed.**

Send completed reimbursement form and all necessary receipts to Strat Cavros at scavros@aaashto.org. Alternatively, you may mail the signed reimbursement form and receipts; and address them to **444 North Capitol St. NW – Suite 249 – Attn: Strat Cavros –Washington, DC 20001. If you email the form and receipts, the BATIC Institute asks that you retain originals in your files.**

If you have any further questions regarding this travel reimbursement guidance, feel free to contact Mr. Cavros at scavros@aaashto.org or 202-624-3531 or Meghan Wozniak-Adams at mwozniak@aaashto.org or 202-624-8814. We will be happy to answer any questions you might have.