

**NSF ERC 2008 Annual Meeting and Student Retreat**  
December 3-5, 2008  
Hyatt Regency Bethesda, Maryland

**Expense Reimbursement Form**  
*Please return by December 31, 2008*

Name: \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Daytime telephone: \_\_\_\_\_

- |    |  |          |
|----|--|----------|
| 1. | Air/Trainfare ( <i>attach ticket stubs and/or receipts</i> )   | \$ _____ |
| 2. | Ground transportation ( <i>taxi fare, personal vehicle mileage<sup>1</sup>, shuttle service, tolls</i> ) | \$ _____ |
| 3. | Meals/Tips   | \$ _____ |
| 4. | Other ( <i>please explain below</i> )  | \$ _____ |
|    | Total  | \$ _____ |

Additional information, if applicable:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit this completed form with original documentation by December 31, 2008<sup>2</sup>, to:

**Kate Ryan**  
**Ann Becker and Associates, Inc.**  
**1416 East 56<sup>th</sup> Street**  
**Chicago, IL 60637**

If you have any questions, please contact Kate Ryan at 262-334-3844 or [kryan@abecker.com](mailto:kryan@abecker.com).

<sup>1</sup> As of July 1, 2008, the current IRS standard mileage allowance is \$.585 per mile.

<sup>2</sup> Please allow 2-4 weeks for your reimbursement check.

## **Guidelines Overview**

These guidelines are intended as a general explanation of Ann Becker and Associates, Inc.'s (ABA), expense reimbursement policy. Extraordinary or exceptional expenses must be discussed with and approved by ABA in advance of incurring the expense, whenever possible. If not possible, use your best judgment in accordance with what is reasonable and appropriate for a government entity.

## **Long Distance Travel**

We will reimburse you for your round-trip, long distance travel between your home and Washington, DC, or Baltimore, MD. Our main objective is to get you to and from the meeting safely, but we do ask you to be sensitive to overall costs and make your reservations as early and economically as possible. Coach class is presumed unless otherwise approved in advance by ABA.

## **Personal Vehicle Travel**

Personal vehicle mileage incurred as part of transportation to and from the meeting will be reimbursed at the current IRS standard mileage allowance (\$.585 per mile as of July 1, 2008), in addition to tolls and parking. ABA will not be responsible for costs for repairs or damage to an individual's car incurred while traveling to and from the meeting, as these expenses are considered part of the standard mileage allowance. Any traffic tickets for moving or non-moving violations received by an individual while traveling to and from the meeting are the responsibility of the individual.

## **Local Travel, Meals, and Tips**

ABA will reimburse you for your local travel expenses (taxi fare, personal mileage, public transportation) for roundtrip travel between your home and the airport, and the airport and the meeting site. Travel on your own (e.g., to dinner after the meeting) and rental car costs are not reimbursable. We will also reimburse reasonable meal expenses incurred on the day(s) of travel. Alcohol is not reimbursable. Reasonable and customary tips (e.g., to airport or hotel personnel) are reimbursable. Provide written documentation of such expenses, including the date, amount, and nature of the expense.

## **Documentation and Submission**

Submit the completed expense reimbursement form to ABA with original receipts no later than December 31, 2008. If an original receipt is lost or otherwise unavailable, provide written documentation of the expense to include the date, amount, and nature of the expense. Please allow 2-4 weeks for your reimbursement check.

Mail the completed expense reimbursement form with receipts by December 31, 2008, to:

**Kate Ryan**  
**Ann Becker and Associates, Inc.**  
**1416 East 56<sup>th</sup> Street**  
**Chicago, IL 60637**

If you have any questions or need to discuss any exceptions to the above guidelines, please contact Kate at 262-334-3844 or [kryan@abecker.com](mailto:kryan@abecker.com).

Thank you!