

**TRAVEL EXPENSE VOUCHER
AMERICAN MATHEMATICAL SOCIETY
201 Charles Street
Providence, RI 02904-2213**

**Level A - Officer - President
Forward to Staff Liaison:
Sheila Rowland
(sjr@ams.org)**

Name: _____

Mailing Address: _____
street

_____ city state zip

Purpose of trip: _____ meeting attended meeting attended

_____ city, date city, date

Date and hour: Departure: _____ Return: _____

Transportation Expenses:

Airline ticket reimbursement is limited to economy class, at least two weeks advance purchase rate.

Private automobile mileage reimbursement is limited to the comparable cost of an airline ticket.

Intercity:	From	To	Carrier	Amount Claimed
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Local (taxi, etc.-may not exceed \$150) _____ \$ _____

Private Auto:	Miles	Amount	Tolls	Parking	
@\$.545/mile	_____	\$ _____	_____	_____	\$ _____

Living Expenses:

Hotel (Do NOT include movie rentals, health club, laundry. Reasonable daily cost of internet access IS allowed.) _____ \$ _____

Meals: (ACTUAL expenses only, which do not appear on the hotel bill; list on reverse) _____ \$ _____

TOTAL EXPENSES CLAIMED _____ \$ _____

ADJUSTMENTS (list on reverse) _____ \$ _____

AMOUNT REQUESTED _____ \$ _____

(Attach payment if amount adjusted exceeds total expenses)

I certify that this statement of charges claimed by me, including attachments, is correct and proper.

SIGNATURE _____ **DATE** _____

Office Use Only			
Supervisor: _____	_____	55004-0803-080-00	\$ _____
Date: _____	_____	_____	\$ _____
Revised 12/29/17 by ehh	ref code = officers/genl		

Level A

Travel support is provided for Officers. The Level A voucher is for use to reimburse travel for official duties. Individuals are urged to exercise economy in formulating travel plans and discretion in requesting reimbursement from the Society.

Reimbursable travel expenses

Travel expenses are reimbursed when an Officer or her/his representative is carrying out a duty of office. Generally, ground transportation, air or other transportation up to the economy round trip air amount, lodging for a reasonable number of nights, and meals for that time period are covered, when requested.

Limitations on tickets and hotel

Air tickets must be purchased at least two weeks in advance and can be reimbursed before the travel takes place. Reimbursement will be made for the actual cost of an airline ticket, or ticket for another form of transportation not exceeding economy class round trip air fare. If driving, reimbursement will be at the actual mileage from home city to the meeting site and back at the current approved rate, to the extent that this amount does not exceed the cost of economy class round trip air fare for the same trip. Hotel and meal expenses will be covered for no more than the night before and the night of any meeting attended.

Expenses not covered

Expenses not covered include: registration for AMS meetings, first class tickets, excess charges for airline tickets not purchased at least two weeks prior, excess baggage charges in excess of one checked bag, ticket change charges if for personal reasons (except if plans are changed due to illness or emergency), flight insurance, room charges in excess of the single rate, laundry, health club fees, and in-room movies.

Submitting vouchers

Email or postal mail this completed voucher and associated receipts to the Staff Liaison shown on page 1. All expenses should be reported in US dollars (**include documentation from www.oanda.com/currency/converter/ or a similar source**). Attach receipts, including ticket stubs, for all expenses. If the amount of the expense claimed on the voucher does not match the amount on the receipt, please write a note of explanation on the receipt. Expenses ≤ \$25 do not require receipts if a receipt is not readily available: however, only actual expenses will be reimbursed, not estimated. All expense reimbursement requests must be received within 90 days of the date the meeting occurred. A copy of each voucher and all supporting documentation should be retained for possible inspection by Internal Revenue Service.

Adjustments

In those instances when the expenses have been reimbursed in advance or will be paid directly by the AMS, please indicate here.

_____ \$ _____
_____ \$ _____

MEAL LOG				
Date	Breakfast	Lunch	Dinner	Total
Total Meals				\$