



Travel Voucher - one voucher per trip

Contact Kim Kuda, ams-simons@ams.org or 1-800-321-4267, ext 4096 in advance of travel if expenses do not match these rules.

Please enter your name and mailing address below. Click submit voucher above to send voucher in email. Attach receipts to same email. Send email to Kim Kuda at ams-simons@ams.org. You can also click print voucher above to send in regular mail with receipts.

Please list your actual expenses. **RECEIPTS ARE REQUIRED** for 1, 2, and 3 below.

1. Transportation Tickets (Follow instructions on reverse)

The AMS encourages you to use the most economical method of transportation. All require receipts showing full details. See instructions on reverse.

Amount claimed (in U.S. dollars)

Office Use Only

Dates of Trip: _____

Location From: _____ To: _____

Please give amounts in U.S. dollars (see reverse for mileage rates):

airfare: _____ bus/subway: _____

train: _____ taxi: _____

Private auto mileage: _____ + tolls and parking for private auto only: _____

Miscellaneous Transportation fees: baggage fees, etc: _____

2. Miscellaneous Fees (This is used for visa fees and/or meeting registration fees.)

3. Hotel (receipt required showing check-in and check-out dates)

4. Meals (Please see reverse for complete details)

Total of above expenses

*Authorized amount 59302-3245-037-00

I certify that the expenses I have incurred are correct and proper and are not less than the amount claimed, and that I have not received any reimbursement from another source.

Date _____ Signature _____

Note: a copy of this voucher with related receipts should be retained for possible inspection by the Internal Revenue Service.

Office Use Only Verification of documentation and calculation of expenses done by:

(signature) _____ date

Explanation of voucher details

1. **Transportation:** Full Documentation is required.

Airline tickets should be bought at the two-week advance purchase rate or lower. Expenses for upgraded seating are not allowed. The AMS encourages the use of a U.S. Air Carrier whenever possible. **Reimbursable tickets are expected to be direct trips to and from your home institution as given on your application.** If your home institution changes, please notify the AMS.

There are three allowable exceptions to the above rule, however each carries restrictions that must be followed:

- The trip plan approved by your mentor includes more than one destination - please indicate all business destinations on the voucher and make sure the destinations were mentioned on the original trip plan.

*- Ticket price includes travel other than to and from your home institution (other destinations are for personal reasons) - a dated estimate of a direct ticket to and from the home institution, from a travel agent or travel booking web site, **must be printed at least 2 weeks prior to departure** and submitted after the trip with the voucher along with your actual flight receipt. CLAIM NO MORE than the cost of a direct flight; 2-week advance purchase rate.*

*- If you drive instead of flying, a dated estimate of a ticket to and from the home institution, from a travel agent or travel booking web site, **must be printed at least 2 weeks prior to departure** and submitted after the trip with the voucher along with your actual driving expenses. CLAIM NO MORE than the cost of a direct flight; 2-week advance purchase rate. Note the different expenses allowed for driving a private auto vs. a rental car. If using private auto, enter mileage but note that only official city-to-city mileage as given on mapquest.com will be reimbursed. Mileage for a private auto will be reimbursed at .545 per mile.*

One other common exception:

- The trip is only to one destination however extra time was spent at the destination for personal reasons: this is not a problem for transportation reimbursement but please be sure hotel and meal expenses are limited to the working days.

Note: Pre-Approved Car Rentals: We will only reimburse economy car rental costs, gas, tolls, and parking fees. No mileage

2. **Miscellaneous Fees:** Visa fees may be incurred when traveling internationally. Also, you may need to pay registration fees if you intend to use your grant money for attending meetings. Please make sure to attach receipts.

3. **Hotel:** Room charge plus applicable taxes only. Please make sure that you provide a receipt that shows both check-in and check-out dates. Meals and other expenses that appear on the hotel bill should not be included. Any hotel stay costing more than US\$250 per night must be approved in advance by AMS staff.

4. **Meals:** You may request up to US\$50 per day. Give the total of actual expenses only, no receipts needed. Note that first and last travel days are reimbursed at \$37.50. Please do not provide receipts.

Please email voucher and all receipts to Kim Kuda at ams-simons@ams.org.

Or you may mail voucher and receipts to: Kim Kuda, American Mathematical Society, 201 Charles Street, Providence, RI 02904.