

**TRAVEL EXPENSE VOUCHER
AMERICAN MATHEMATICAL SOCIETY
201 Charles Street
Providence, RI 02904-2294**

(see detailed instructions on reverse of this form)

Level B Committee: Forward to Staff Liaison:
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Name: _____

Mailing Address: _____
street city state zip

Purpose of trip: _____
meeting attended meeting attended
city,date city,date

Date and hour: Departure: _____ Return: _____

ALL EXPENSES SHOULD BE REPORTED IN US DOLLARS

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
_____	_____	_____	_____	US\$_____.
_____	_____	_____	_____	US\$_____.

Local (taxi, etc. to and from home/airport/hotel only - may not exceed \$150) US\$_____.

Private auto: _____ miles @55¢/mile = \$_____ + \$_____ tolls + \$_____ parking = US\$_____.

(2009 rate)

LIVING EXPENSES: (limited to night before and night of meeting)

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

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

TOTAL EXPENSES CLAIMED US\$_____.

MINUS ADJUSTMENTS (list on reverse) - US\$_____.

AMOUNT REQUESTED US\$_____.

(Attach payment if amount of adjustments 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: _____	\$ _____.
Date: _____	\$ _____.
Revised 07/09 by ehh	

American Mathematical Society Explanation of Level B Reimbursement

Travel support is provided for meetings of Level B committees. The Level B voucher is for use to reimburse official AMS committee meetings. In the case of Joint Committees, support from the AMS is available to AMS committee members only. Committee chairs should notify the AMS liaison before undertaking meetings for which travel support will be required. Members are urged to exercise economy in formulating travel plans and discretion in requesting reimbursement from the Society.

Reimbursable travel expenses

This is a "full travel support" committee. Meetings are limited to the stated number per year (see charge). Travel to other functions will be reimbursed only with prior approval of the committee chair and staff liaison. For each member attending a regular meeting of the committee the following expenses will be reimbursed, if requested: ground transportation (up to \$150) to and from home/airport/hotel; air or other transportation up to the economy round trip air amount; lodging for the night before and night of any scheduled meeting; reasonable meals for that time period (except that when meals are to be served in a meeting, no other meal will be reimbursed during that part of the day); and reasonable cost of daily internet access in the travel time period.

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 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 night of any meeting attended.

Expenses not covered

Expenses not covered include: registration fees for AMS meetings, first class tickets, excess charges for airline tickets not purchased at least two weeks prior, excess baggage charges, 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.

Special grant conditions

Grant-supported projects requiring meetings have special exceptions. No alcoholic beverages will be reimbursed under a federal grant-supported project. Only air travel on U.S. flag carriers will be reimbursed by federal agencies (unless specifically approved in advance). **RECEIPTS ARE REQUIRED FOR ALL EXPENSES.** Please consult the staff liaison for further details.

Submitting vouchers

The Level B completed voucher should be forwarded to the Staff Liaison noted on the front of this form at the AMS address. All expenses should be reported in US dollars. 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 under \$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 the Internal Revenue Service.

Adjustments

In those instances where the expenses have been or will be paid directly by the AMS please indicate here:

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MEAL LOG

DATE	BREAKFAST	LUNCH	DINNER	TOTAL