



## American Mathematical Society Explanation of Level P Reimbursement

Travel support is provided for meetings of Level P committees. The Level P voucher is for use to reimburse official AMS committee meetings of the following committees: Committee on Education, Committee on Meetings and Conferences, Committee on the Profession, Committee on Publications, Committee on Science Policy, and Mathematical Reviews Editorial Committee. Committee chairs should notify the Staff 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 (see the next paragraph); lodging for the night before and night(s) of any scheduled meeting; reasonable meals for that time period (except that when meals are 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. 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 traveling to meeting from a domicile within North America). **If traveling from a permanent domicile outside North America, business class travel may be used with the prior approval of the Executive Director and the Secretary (send email to tv-submit@ams.org).** If you are combining this trip with a non-AMS trip, please consult the staff support for your committee BEFORE you purchase your air ticket regarding the documentation required for reimbursement of the AMS portion of the trip. 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 round trip air fare for the same trip. Hotel and meal expenses will be covered for no more than the night before and night(s) of any meeting attended.

### ***Expenses NOT covered***

Expenses not covered include: registration fees for AMS meetings; excess ticket charges for seat upgrades, early bird check-in, or tickets not purchased at least two weeks in advance; 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); travel insurance; room charges in excess of the single rate; laundry; health club fees; and in-room movies.

### ***Submitting vouchers***

Email the completed Level P voucher and associated receipts to tv-submit@ams.org. All expenses should be reported in US dollars (include documentation from [www.oanda.com/currency/converter/](http://www.oanda.com/currency/converter/) or a similar source). Provide receipts for all expenses, including ticket stubs and boarding passes. If the amount of the expense claimed on the voucher does not match the amount on the receipt, please include a note of explanation **on or with the receipt**. Expenses under \$25 do not require receipts if one 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:

### MEAL LOG

DATE	BREAKFAST	LUNCH	DINNER	TOTAL