

**Travel Awards Expense Report**  
**Society for Industrial and Applied Mathematics**  
**3600 Market Street, 6th Floor**  
**Philadelphia, PA 19104-2688**

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

Purpose of Trip: \_\_\_\_\_

**Transportation Expenses:**

Airline:  
From: \_\_\_\_\_  
To: \_\_\_\_\_  
Carrier: \_\_\_\_\_

Train:  
From: \_\_\_\_\_  
To: \_\_\_\_\_

Car Rental  
From: \_\_\_\_\_  
To: \_\_\_\_\_

Taxi/Shuttle \_\_\_\_\_

Private Auto  
# of Miles \_\_\_\_\_ \$0.00  
To find the current mileage rate, visit [www.gsa.gov/](http://www.gsa.gov/)

Tolls \_\_\_\_\_

Parking \_\_\_\_\_

Total Transportation **\$0.00**

**Living Expenses:**

Hotel \_\_\_\_\_

Meals List on reverse side (total from other side automatically fills in here) \$0.00

Total Living Expenses **\$0.00**

**Miscellaneous:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Miscellaneous Expenses **\$0.00**

**Total Expenses** **\$0.00**

Signature/Date \_\_\_\_\_

Approved \_\_\_\_\_

## Reimbursable Travel Expenses

**Transportation Expenses:**

1. Air travel should be arranged utilizing a combination of the most direct, convenient and cost effective routing. (Coach class seating.)
2. Private automobile travel will be reimbursed at the IRS rate.
3. A rental car should be used only if circumstances make it impossible or impractical to use public transportation.

**Living Expenses:**

1. Hotel reimbursement is limited to single room rate for the night(s) at the conference +1.
2. Meals will be reimbursed for reasonable costs, excluding the costs for alcohol.  
Consult the Travel Award Expense Guidelines for the requirements for reporting meals

**Miscellaneous Expenses:**

Consult the Travel Award Expense Guidelines for the requirements for reporting Internet usage or telephone calls

**Receipts:**

It is requested that receipts for all business expenditures be attached to your expense report, unless unobtainable or impractical. Any individual items of expense in excess of \$25.00 should be substantiated by a receipt. Note that meals require a detailed receipt even if less than \$25.

**Non-reimbursable Expenses:**

Expenses that are considered personal include, but are not limited to, in-room movies, valet/laundry service, health clubs, toiletries, magazines, etc.

**Submitting Expense Reports:**

There are two options e-mail or standard mail.  
Consult the Travel Award Expense Guidelines for instructions

Expense reports should be received within 30 days of the meeting.

### Meal Log

Date	Breakfast	Lunch	Dinner	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			Total Meals	\$0.00