

## Travel Reimbursement Submission Tips

**TIP #1:** Since ASSM can only guarantee you \$150 for your reimbursement claims, it would make the most sense for you to submit receipts for only those items that total close to \$150. Even if you claim items beyond the \$150 limit, we will have to revise your travel submission form to remove extraneous items and it's a lot more work for the reimbursement office.

Here is an example illustrating this point:

| Item             | Cost (\$) |
|------------------|-----------|
| Registration fee | 60        |
| Flight           | 180       |
| Hotel            | 95        |
| Food             | 35        |
| TOTAL            | 370       |

In this case, it would make the most sense to just claim the flight expense. So if you claim \$180, you will get \$150. If you claim \$370, you will still only get \$150.

Here is another example:

| Item             | Cost (\$) |
|------------------|-----------|
| Registration fee | 60        |
| Hotel            | 95        |
| Food             | 35        |
| TOTAL            | 190       |

In this case, it would make the most sense to just claim the registration fee and hotel expenses. So if you claim \$155, you will get \$150. If you claim \$190, you will still only get \$150.

**TIP #2:** When you are trying to get reimbursed for gasoline expenses, do not submit your receipts from the gas station. That is not how the reimbursement office calculates gas payments. Please provide a Google Maps or Mapquest directions page from your origin to your destination with the number of miles traveled on it. The reimbursement office pays out \$0.56 per mile for gasoline. Also, do not include extraneous stops, like picking up your friend from his/her house, or directions that take you through a less direct route (aka "the longest way to get there" or "the scenic route"). If you travel to other destinations in the course of your conference duties, you may include the mileage for those as well.

Here is how this works:

| Miles traveled | Calculation        | Reimbursement | \$ shown on gas receipt |
|----------------|--------------------|---------------|-------------------------|
| 57             | 57 miles x \$0.56  | \$31.92       | DOESN'T MATTER!!        |
| 100            | 100 miles x \$0.56 | \$56.00       |                         |
| 500            | 500 miles x \$0.56 | \$280.00      |                         |