

**OXIDE Reimbursement Request  
NDEW 2017**

**Contact information**

Name: \_\_\_\_\_

If you are a chair or department representative, which school? \_\_\_\_\_

Home mailing address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Summary of reimbursable expenses (as described on the back of this page):**

Airfare:	\$ _____	Ground transportation:	\$ _____
Long-distance rail fare:	\$ _____	Parking:	\$ _____
Did you drive to NDEW?	Yes / No	Lodging:	\$ _____
<i>If yes, specify address of origin in the Notes line below</i>		Registration:	\$ _____
Meals in transit:	\$ _____		

**Notes:** \_\_\_\_\_

Traveler's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reimbursement Procedure**

All reimbursements are subject to Johns Hopkins policies and procedures. Please scan all receipts as a single pdf and email to Rosalie Elder at the address below no more than 60 days after OXIDE-related travel has concluded for the require items described below:

- Original receipts detailing the cost of air/train fare (with method of payment clearly indicated), ground transportation, lodging, and/or parking.
- Only original receipts showing PAID amounts and proof of payment by the traveler will be accepted for reimbursements. **Credit card receipts must show credit card account numbers and amount paid.** We also cannot reimburse a traveler if they did not personally pay for the expenses.
- Original receipts for meals must be itemized and display the vendor name.
- Receipts should be taped to 8½" x 11" sheets of paper (if not already that size).
- If public transit receipts are not available, a statement to that effect must be provided.
- If driving to the workshop, the address of origin must be noted and a Google map included showing mileage from origin to destination.
- Clear/legible home mailing addresses must be given for all reimbursements.
- Please allow 3 - 4 weeks for reimbursement checks to be mailed after they are submitted to JHU's Accounts Payable department.

## OXIDE Reimbursement Request NDEW 2017

### Reimbursable Limits

- Air travel must be on coach fares.
- Hotel nights are limited to the room block rate.

### Reimbursable Expenses

Our budget will allow us to reimburse the reasonable and customary travel expenses delineated below, subject to the specifications outlined in this document.

<i>Type of expense</i>	<i>Reimbursable costs</i>
Air travel	<ul style="list-style-type: none"> <li>• Economy fare purchased at advance fare rates with <a href="#">U.S.-flag carriers</a>, unless extenuating circumstances are discussed with us in advance</li> </ul>
Long-distance rail travel (e.g., Amtrak)	<ul style="list-style-type: none"> <li>• Economy fare purchased at advance fare rate (if applicable), unless extenuating circumstances are discussed with us in advance</li> </ul>
Local/regional public transit	<ul style="list-style-type: none"> <li>• Fares to and from the workshop location</li> </ul>
Ground transportation	<ul style="list-style-type: none"> <li>• Costs between point of origin* and home airport/train/public transit station and between the destination airport/train/public transit station and the workshop location</li> </ul>
Travel by personal vehicle	<ul style="list-style-type: none"> <li>• Actual mileage between your point of origin* and the workshop location, at the federal reimbursement rate (currently \$0.535/mile)</li> <li>• Parking at the workshop location</li> </ul>
Lodging	<ul style="list-style-type: none"> <li>• Room charges for three nights at the room block rate negotiated by OXIDE. Please contact us for exceptional cases.</li> </ul>
Meals	<ul style="list-style-type: none"> <li>• Actual cost of meals – incurred during/related to travel between</li> <li>• Meals will be provided during the workshop, and off-workshop meals will not be reimbursed.</li> </ul>

\*Point of origin = home or workplace, unless otherwise discussed with us in advance.

### Non-reimbursement Expenses

We are unable to reimburse the following under any circumstances:

- alcoholic beverages and
- miscellaneous personal, incidental, transportation, or lodging expenses and charges (including, but not limited to, travel insurance, cancellation fees, cleaning fees for in-room smoking, internet fees, in-room entertainment charges, phone charges, etc.).

Reimbursement questions should be directed to:

Ms. Rosalie Elder  
 Phone: 410.516.7432  
 Fax: 410.516.7044  
 Email: [rosalie@jhu.edu](mailto:rosalie@jhu.edu)