

Travel Reimbursement Policy

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>Pre-paid and Reimbursable costs</i>
Air travel	<ul style="list-style-type: none">Economy fare purchased at advance fare rates with U.S.-flag carriers, unless extenuating circumstances are discussed with us in advance
Long-distance rail travel (e.g., Amtrak)	<ul style="list-style-type: none">Economy fare purchased at advance fare rate (if applicable), unless extenuating circumstances are discussed with us in advance
Local/regional public transit	<ul style="list-style-type: none">Fares to and from the workshop location
Ground transportation	<ul style="list-style-type: none">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
Travel by personal vehicle	<ul style="list-style-type: none">Actual mileage between your point of origin* and the workshop location, at the federal reimbursement rate (currently \$0.575/mile)Parking at the workshop location
Meals	<ul style="list-style-type: none">Actual cost of meals not provided by OXIDE during workshop-related travel between April 10th and 13th

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

Non-reimbursable Expenses

We are unable to reimburse the following under any circumstances:

- Alcoholic beverages
- 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.).

When reserving your room at the Georgia Tech Hotel and Conference Center, please note:

- Board members have pre-booked rooms at the [Georgia Tech Hotel and Conference Center](#)
- Board members will not have to pay for the room, but should be prepared to show identification when checking into the hotel
- Board members will be required to leave a credit card on file for incidentals. A fee of \$30 will be held on the credit card until the guest checkout of the hotel.

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Reimbursement Procedure

All reimbursements are subject to Georgia Tech policies and procedures, *must be mailed as a single packet of appropriate documentation to Ms. Venese Blake-Leggett at the address below no more than 30 days after OXIDE Board Meeting-related travel has concluded*, and require the documentation described below:

- Complete and sign the [OXIDE Travel Reimbursement form](#).
- 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 proof of payment by the traveler will be accepted for reimbursements. We cannot accept confirmation emails/documentation. 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 to calculate mileage.
- Clear/legible mailing addresses must be given for all reimbursements.
- Please allow 3-4 weeks for reimbursement checks to be mailed after they are submitted to GA Tech's Accounts Payable department.

Travel-related Point-of-Contact

All travel-related questions and correspondence should be directed to:

Ms. Venese Blake-Leggett
School of Chemistry & Biochemistry Georgia Institute of Technology
901 Atlantic Dr.
Atlanta, GA 30332-0400

Phone: (404) 385-7079

Fax: (404) 894-7452

Email: venese.blake-leggett@chemistry.gatech.edu