

FOR TRAVEL REIMBURSEMENT POLICY - SEE REVERSE

You may print this form at: [www.ashrae.org](http://www.ashrae.org)

ASHRAE TRANSPORTATION VOUCHER

Request for reimbursement of transportation expenses incurred to attend a meeting.

Requests should be submitted within 30 days after meeting.

Go to <http://transportationvoucher.ashrae.org> to submit all documents electronically

**Claims submitted more than 90 days following the last day of travel will not be reimbursed**

Print Name \_\_\_\_\_ Member Number \_\_\_\_\_

Meeting Attended/Purpose \_\_\_\_\_

Meeting Location \_\_\_\_\_ Travel Date(s) \_\_\_\_\_

ORIGINAL RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT

METHOD OF TRANSPORTATION

AMOUNT

Air Travel From \_\_\_\_\_ To \_\_\_\_\_ \$ \_\_\_\_\_

Rail Travel From \_\_\_\_\_ To \_\_\_\_\_ \$ \_\_\_\_\_

Automobile (ASHRAE transportation policy does not allow for vehicular travel to and from airport or for parking)  
\_\_\_\_\_ Miles round trip from \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_

The rate of reimbursement for auto travel will be the most recently approved IRS mileage rate.

Other approved expenses (attach receipts)..... \$ \_\_\_\_\_

TOTAL REIMBURSEMENT EXPENSE \$ \_\_\_\_\_

Make check payable to \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contribute Reimbursement to:

Research \$ \_\_\_\_\_

Professional Education / ASHRAE Learning Institute (ALI) \$ \_\_\_\_\_

Foundation (endowment only):  Unrestricted  Education  Research \$ \_\_\_\_\_

Unrestricted \$ \_\_\_\_\_

RP Campaign \$ \_\_\_\_\_

YEA \$ \_\_\_\_\_

To have a company recognized for this gift, print listing name here:

In the name of \_\_\_\_\_

Address \_\_\_\_\_

Chapter to be credited \_\_\_\_\_

For CRCs, Chapter Visits and Regional Planning **only**:

Travel authorized by Regional Director: (Signature) \_\_\_\_\_

PLEASE INDICATE ALL SOCIETY-LEVEL COMMITTEES YOU ARE A MEMBER OF:

EXCOM \_\_\_\_\_

BOARD OF DIRECTORS \_\_\_\_\_

COUNCIL MEMBER (specify councils) \_\_\_\_\_

COMMITTEE MEMBER (specify committees) \_\_\_\_\_

CRC DELEGATE / ALTERNATE \_\_\_\_\_

AD HOC COMMITTEE MEMBER (specify) \_\_\_\_\_

OTHER (specify) \_\_\_\_\_

## **Travel Reimbursement Policy (Excerpt from Rules of the Board)**

1.201.027.1 The Board of Directors recognizes that officer, Board, council and committee activities are essential to maintaining volunteer involvement in ASHRAE. These activities provide real and tangible benefits to the public, the profession and industry and are worthy of financial support. Many members use personal or company resources to defray their travel expenses, which is greatly appreciated by ASHRAE. However, there are situations where members do not have the necessary resources to defray these costs, and ASHRAE will assist the member with these costs within the limits of this policy. The member traveling on behalf of ASHRAE shall always seek to minimize the cost to ASHRAE.

### **DEFINITIONS**

1. Transportation Expense: By public transportation, the cost of round trip fare from terminal to terminal. By automobile, mileage from home or office to destination and return.
2. Advance Purchase Coach Fare: Fourteen (14) day advance purchase (non-refundable) coach fare applicable to your destination.
3. Transportation Expense Cap: A maximum reimbursement amount per trip established by an ASHRAE council, Board of Directors, or Director and Regional Chair.

### **AIRPLANE TRANSPORTATION**

1. ASHRAE policy on use of transportation is to reimburse the member when requested, an amount which does not exceed either the fourteen (14) day advance purchase (non-refundable) coach fare between the destination points or any transportation expense cap that applies. Exceptions must be approved in advance by the ASHRAE treasurer.
2. The basic reimbursable expense limit is for the lesser of (a) the fourteen (14) day advance (no later than) purchase (non-refundable) coach fare between the destination points and one checked bag only, or, (b) if an automobile is used for travel, the United States of America Internal Revenue Service reimbursement rate for total round trip direct miles driven. Cost of travel insurance, ground transportation (rental car, taxi, etc.), gratuities and other similar out-of-pocket expenses are not included (and therefore not reimbursable) in the basic reimbursable expense limit.
3. As most ASHRAE transportation is to attend meetings, which time and place are usually known well in advance, the member must make reservations early to take advantage of special fares.
4. In most cases airfares can be substantially reduced if the traveler stays over at the destination point. When the member stays over solely to use the reduced fare, ASHRAE will reimburse the member, when requested, for the airfare paid, plus the amount paid for one night's lodging and food to enable use of the lower fare, providing the total cost does not exceed the fourteen (14) day advance purchase (non-refundable) coach fare between the destination points. In those cases where more than one night's stay over would give a reduced airfare, approval may be authorized by the Coordinating Officer.
5. A traveler who can reduce the transportation expense by taking an alternate airport or other means of transportation (25 miles further away than the nearest airport to the traveler's office, home or destination) may request ground transportation reimbursement. The total costs (airfare, train, etc. and ground transportation) shall not exceed the cost of transportation from/to the nearest airport.
6. If the most economical fare is of the type where a cost is involved for changes in flight plans, ASHRAE will reimburse the member for such costs where the change in flight plans results from unforeseen changes in the scheduled meeting or event.

### **DOCUMENTATION**

1. Travel expense reimbursement claims must be made on the approved ASHRAE form.
2. All claims should be submitted to ASHRAE's comptroller within 30 days of the travel date. Claims submitted after 90 days will not be reimbursed.
3. Original receipts, or electronic copies of original receipts, or tickets, must be included with any travel reimbursement claim and must clearly show the amount claimed. With the advent of ticketless travel, a receipt from the travel agency or airline or a credit card statement will be acceptable.
4. Reimbursement will be provided for only the amount shown on an original transportation ticket or as indicated in IV.A.4. Reimbursement will not be made when a member chooses to use personal Frequent Flyer Miles for transportation.
5. All claims shall be paid in USA or Canadian currency. The exchange rate will be determined at the time the claim is processed by ASHRAE.

### **ENFORCEMENT**

Members who do not comply with the fourteen (14) day advance airfare purchase as stated in section IV, paragraph A1, will only be reimbursed either the cost of a fourteen (14) day advance purchase coach fare ticket as defined in Section II, Paragraph C, or the maximum cost as defined in any applicable Transportation Expense Cap (Section II, paragraph E) and as confirmed by the ASHRAE Comptroller. If the member cannot comply with this policy or has any special circumstances, a letter of explanation may be submitted with the travel verification requirements as defined in Section IV, paragraph E3.

### **MEMBER RESPONSIBILITY**

Prior to making arrangements to travel on behalf of ASHRAE, it is the member's responsibility to identify what expenses are reimbursable.

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If mailing, please send this voucher and all supporting documentation to: ASHRAE, Attn: Comptroller, 1791 Tullie Circle NE, Atlanta, GA 30329. Alternatively, go to <http://transportationvoucher.ashrae.org> to submit documents electronically. Expect payment in approximately 30 days.