

**Association of University Professors of Neurology
EXPENSE REIMBURSEMENT FORM**

Name _____ Meeting Attended _____

Address _____ Location _____

City _____ State _____ Zip _____ Dates _____

OUT OF POCKET EXPENSES REIMBURSABLE BY AUPN. PLEASE EXPLAIN ANY UNUSUAL EXPENSE ITEMS.

DATES										TOTAL
Lodging										
Meals										
Tips										
Air Transportation										
Ground Transportation										
Other (explain below)										
Subtotal										
Less Personal (indicate on receipts)										
Less Advances										
TOTAL EXPENSES										

Additional Explanation: _____

Entertainment _____

This form should be dated, signed and attach receipts for transportation, lodging, and any expenses in excess of \$25

Traveler Signature Date

Approval Signature Date

GUIDELINES ON BACK

**Return to AUPN
5841 Cedar Lake Rd., Ste. 204
Minneapolis, MN 55416
Phone #952-545-6724
Fax # 952-545-6073**

Accounting Use Only
Acct# 60151 Amount

AUPN COMMITTEE/MEETING TRAVEL AND EXPENSE REIMBURSEMENT GUIDELINES INSTRUCTIONS

The Association of University Professors of Neurology's policy is to reimburse members and staff for normal and reasonable expenses related to authorized AUPN business travel. Reimbursement includes the cost of transportation, meals, and lodging, provided such expenses are incurred in the course of conducting AUPN business as charged. Appropriate receipts and documentation of expenses should be submitted before reimbursement is made. Reimbursement will be processed within one week upon receipt unless an expense is being questioned.

You are required to accumulate and substantiate the following elements of expenditures for committee and meeting reimbursement.

1. The amount of the expense.
2. The time and place of the expense.
3. The purpose of the expense.

Any single item of expense of \$25 or more must be supported by a receipt. Transportation and lodging receipts are always required, even if the expense is less than \$25.

LODGING/HOTEL: AUPN staff, in consultation with committee chair, are responsible for lodging/hotel arrangements, consistent with AUPN policies. If lodging arrangements are not made through the AUPN staff, the traveler has responsibility to stay in lodging comparable in price to arrangements normally made by the AUPN. Attach hotel/lodging bills. Meals, telephone, valet, etc. (charged to room) need not be broken out to other captions.

MEALS:

- a. Include traveler's own meals when paid for individually.
- b. If business meal expenses are incurred, the names of guests, business affiliation and nature of business must be indicated on the expense form under the ENTERTAINMENT box. Failure to do so will result in delay of reimbursement until such statement is provided.

TIPS: Include any tips for cabs, etc. related to AUPN business activities. Indicate on the receipt the amount of tip given.

TRANSPORTATION: The most economical available transportation should be used which satisfactorily accomplishes the purpose of the trip. The AUPN will reimburse the lowest cost of these options:

- a. Commercial Airlines: Coach or lower cost fare categories should be used. Travelers are strongly encouraged to increase cost savings by making ticket purchases in advance of 7, 14, or 21 day ticketing requirements whenever possible. Flexibility of several hours in scheduling flights can also increase savings. For particular meetings, the AUPN may have negotiated discounted travel with an airline. Check with the staff liaison for the committee to determine applicability. Travel other than coach or economy class will not be reimbursed.
- b. Ground transportation: Receipts for rail, bus, and taxi fare, or statement of automobile miles driven must be submitted. Automobile mileage is reimbursable at the current mileage rate of 56 cents per mile. Car rentals may be used if other ground transportation is unavailable, or more expensive. Prior approval of car rentals from AUPN office is recommended to assure reimbursement.

OTHER: Any AUPN related telephone calls, or activities not listed above or included on the hotel bill. Explanation of calls or activities must be included on the expense form under ADDITIONAL EXPLANATIONS.