

REIMBURSEMENT EXPENSE REPORT



IN ORDER TO RECEIVE FULL REIMBURSEMENT, PLEASE COMPLETE THIS FORM AND SUBMIT TO THE ADDRESS LISTED AT THE BOTTOM OF THE FORM. IF THE REIMBURSEMENT EXPENSE FORM IS NOT RECEIVED WITHIN THIRTY (30) DAYS AFTER COMPLETION OF TA, THE REIMBURSEMENT PROCESS MAY BE DELAYED.

PART A: TA INFORMATION

Logistics Coordinator: Vicki Rogerson
 Location of TA: _____
 TA Held From: _____
 Per Diem for Lodging: _____

Project Code: 1144
 City: _____ State: _____
 To: _____
 Per Diem for M&IE _____

PART B: PARTICIPANT INFORMATION

Name: _____
 Address 1: _____
 Address 2: _____
 City, State, Zip: _____

Agency/Dept: _____
 Telephone: _____
 Email: _____
 SSN/TIN: _____

PART C: EXPLANATION OF TRAVEL AND EXPENSES

Category	Self Paid Expenses	Roomers Pre-Paid Expenses	Total (Office Use Only)																
Transportation: <input type="checkbox"/> Air <input type="checkbox"/> Rail (please check only one) <i>You must attach your itinerary showing ticket price as proof of travel</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Outbound Travel</td> <td style="width: 50%; text-align: center;">Inbound Travel</td> </tr> <tr> <td>Departure City: _____</td> <td>Departure City: _____</td> </tr> <tr> <td>Date: _____</td> <td>Date: _____</td> </tr> <tr> <td>Time: _____</td> <td>Time: _____</td> </tr> </table>	Outbound Travel	Inbound Travel	Departure City: _____	Departure City: _____	Date: _____	Date: _____	Time: _____	Time: _____											
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Departure City: _____	Departure City: _____																		
Date: _____	Date: _____																		
Time: _____	Time: _____																		
Ground Transportation: Mileage: _____ miles at \$0.445 per mile Taxi: \$ _____ Shuttle: \$ _____ Parking: \$ _____ Metro: \$ _____ Toll: \$ _____																			
Lodging: Total cost of room per night, including tax: _____ Number of nights stayed: _____																			
Meals and Incidental Expenses (MI&E) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Type of Day</th> <th style="width: 10%;"># of Days</th> <th style="width: 20%;">Allotment</th> <th style="width: 10%;">Total</th> </tr> </thead> <tbody> <tr> <td>Outbound Travel</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Full Days</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Inbound Travel</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Type of Day	# of Days	Allotment	Total	Outbound Travel				Full Days				Inbound Travel						
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Inbound Travel																			
Honorarium: \$ _____/day x _____ days																			
Miscellaneous Expense(s): <i>Please list your miscellaneous expenses such as airfare changes, cancellation fee, FedEx, direct mailing costs,, copies, etc.</i>																			
TOTALS:																			

Total Reimbursement Amount Requested: _____ Total Reimbursement Amount Paid: _____

Reason for Adjustments: _____

I certify that this statement is accurate as to the actual and necessary business expenses incurred. I also certify that I am not being reimbursed by any other contractor and/or party for the above listed expenses.

ATTENDEE SIGNATURE / DATE

ROOMERS AUTHORIZATION SIGNATURE / DATE

Return to:

Roomers, Inc.

803 Cameron Street ☞ Alexandria, VA 22314

Phone: 703-518-0233 ☞ Fax:703-518-0277 ☞ www.roomersinc.com

TRAVEL & PER DIEM REIMBURSEMENT GUIDELINES

Attached, please find our reimbursement form that you will need to completely fill out to be reimbursed for your expenses. We kindly request that you carefully review the guidelines below before filling out your form. If you should still have questions after reading the instructions, please feel free to contact us at (703) 518-0233.

The following guidelines and instructions were developed in accordance with the Federal Travel Regulations (FTR) as determined by the Federal Government. Roomers will reimburse you for all of your expenses incurred due to your participation in this event (up to the maximum amount allowed for that particular area). These expenses include transportation costs to and from the meeting, overnight accommodations, ground travel, meal and incidental expenses, and per diem fees. Honorariums are only paid when assigned and authorized by the project officer prior to the start of the event.

1. TRANSPORTATION

A.) Air and Train Transportation

Travel via air or train is reimbursable in full at coach class rates or discounted fares. We encourage attendees to use discounted fares when feasible, and urge travelers to make arrangements with our preferred travel agency, World Travel Service, whenever possible. By using World Travel Service to make your arrangements, your tickets are pre-paid by Roomers, saving you from having to pay for the ticket yourself, and then having to wait to be reimbursed. First-class arrangements will **NOT** be reimbursed unless previously authorized by the Federal Project Officer.

Note: an airline or train receipt *must* accompany your expense report no matter if you handled your arrangements through World Travel Service or on your own.

B.) Ground Travel

Ground transportation expenses cover taxis to/from your home, the airports, the hotel, as well as any parking fees, tolls, mileage (for personal car use), or any other costs you may incur.

C.) Automobile Travel

Mileage associated with using your personal car to attend the event is reimbursed at the rate of **\$0.445 per mile**. When airline or train travel is not the most convenient, and you decide to drive your automobile, the entire cost of the distance to and from the meeting will be reimbursed at the rate of \$0.445 x mile, as long as the cost is less than coach class air or train fare. Tolls and parking fees will also be reimbursed as long as receipts are submitted with the expense report, and the total amount spent does not exceed the maximum allowance for that particular area.

D.) Taxicab & Airport Shuttle Fares

Taxi fares are reimbursable when taken from home or office to the airport or train station, and then to the hotel and/or meeting site. Remember to obtain a receipt to receive reimbursement for those expenses.

E.) Rental Cars

Use of rental cars is rarely allowed, and must be pre-approved by the Federal Project Officer (FPO). Otherwise, it is not reimbursable under the Federal Travel Regulations.

F.) Parking

The cost of parking at the airport, rail station, or fringe lots parking is reimbursable. Tolls for highways and bridges are also reimbursable. As with all other expenses, receipts are required in order to receive reimbursements.

2. LODGING AND MEALS & INCIDENTAL EXPENSES (PER DIEM)

A.) Lodging

The maximum lodging rate (room & tax only) that is to be reimbursed must meet the per diem allotment for that area. Note that a hotel receipt *must* accompany your expense report. Please ask the front desk to provide you with a receipt upon checkout.

B.) Incidental Charges

Expenses exceeding the allowable per diem rate will not be reimbursed by Roomers, Inc., and are the responsibility of the traveler.

C.) Meals

All meals are the responsibility of the traveler. Per Diem expenses will be reimbursed based on the number of quarter hours identified in the "Travel Quarters" section of the attached expense form. Under Federal Government Travel Regulations, travel time must be reported in quarter days: First Quarter 12:01 a.m. to 6:00 a.m.; Second Quarter 6:01 a.m. to Noon; Third Quarter 12:01 p.m. to 6:00 p.m.; and Fourth Quarter 6:01 p.m. to Midnight. This quarterly breakdown applies to per diem rates for meals and should be reported only for each day of travel and while on site.

D.) Miscellaneous Expenses

Miscellaneous and other direct costs will be reimbursed upon submission and approval by project officer.

3. HELPFUL HINTS FOR COMPLETING EXPENSE REPORTS

- Be sure to include your full name, name and dates of event/meeting attended, departure and return dates and time, social security number, and most importantly sign/date bottom of form.
- Remember to indicate the number of nights direct billed to Roomers, and the total cost (tax included) for each night of stay. Please be sure to request a hotel receipt upon checkout, and attach it to reimbursement form before mailing.
- Please include **all original** receipts. Although your per diem is calculated based on the number of quarter hours accrued during travel, the Federal Travel Regulations require all receipts to be included with the expense report. This minimizes confusion and speeds along the processing of your reimbursement.

4. QUESTIONS?

If you should have any questions or need additional information, please contact a Roomers staff member at (703) 518-0233. Otherwise, after carefully filling out the attached form, please return it by mail to:

Roomers, Inc.
Attn: Accounting Department
803 Cameron Street
Alexandria, VA. 22314

Reimbursement checks will be mailed within 30 days after receipt of form, unless accounting discrepancies are found.