

The Gilder Lehrman Institute of American History
2018 Teacher Seminar Travel Expense Reimbursement Form

Date: _____ **Address:** _____
Check Payable to: _____
Seminar: _____

Travel Expense Reimbursement Guidelines

You are eligible to receive a travel reimbursement of up to \$400.00. If you are travelling internationally or from Alaska and Hawaii you will receive a flat \$500 stipend and do not need to send additional paperwork. No supplements will be given in cases where travel exceeds the reimbursable amount. Participants are responsible for making their own travel arrangements to and from the seminar under the following guidelines.

1. Expense Report Procedure

- A. Reimbursement Timeframe: This form is due to GLI by mail or email no later than 20 business days after the end of the program.
- B. Receipts: All claims for expense reimbursements must be documented by a copy of the original receipt or an online receipt. Credit card statements are not acceptable. Please tape (no staples) small receipts to a letter-sized sheet of paper and attach behind this form. Participants must keep receipt copies or originals in the event that paperwork is misplaced or lost.
- C. NOTE: All final reimbursement expenses are subject to GLI's final determination. Participants can only submit for reimbursement once. Reimbursement forms must be sent by email or postal mail. Receipts must be attached in order to be reimbursed. Please return this completed form by email or by mail. Please do not hand receipts and forms to staff at seminars.
 ** Please return this completed form by email to seminars@gilderlehrman.org or by mail to **The Gilder Lehrman Institute of American History, Seminars Department, 49 West 45th Street, 6th Floor, New York, NY 10036.**

2. Transportation:

- A. Air Transportation
 - i. Book your ticket as early as possible to obtain advance booking discounts and please use the cheapest rate available.
 - ii. GLI will reimburse only the first checked baggage fee.
 - iii. GLI will not reimburse flight cancellation/change fees and first/business class tickets.
- B. Car Transportation / Parking
 - i. GLI will reimburse car mileage according to the IRS standard allowable mileage rate. You may submit for mileage OR gasoline, not both. Please attach a Google maps print out of your drive each way with the miles traveled.
 - ii. GLI will only reimburse taxi service expenses to and from the airport and seminar location. If participants share taxi service only one participant may request reimbursements.
 - iii. GLI will only reimburse daily and long-term airport parking rates.
 - iv. GLI will reimburse parking in cities where campus permits are not available.
 - v. GLI will reimburse rental cars and gas, but will not reimburse mileage on a rental car.
- C. Bus, Rail and Public Transportation
 - i. GLI will only reimburse bus, rail or public transit expenses to and from the airport and seminar location. Coach class tickets are the only tickets that are reimbursable. The original rail ticket or an e-ticket are the only receipts that will be accepted.
- D. For Commuters
 - i. If you use a weekly rail pass, please attach the original ticket or e-ticket for the week. This is the only acceptable receipt. If you use a car, gas mileage will be reimbursed at the IRS standard allowable mileage rate. Please attached a Google maps print out of your commute each way with the miles traveled.

3. Disallowable Expenses. The following expenses are NOT reimbursable:

- A. Personal entertainment expenses including in-flight headsets, snacks, magazines, newspapers, etc.
- B. Meals and lodging expenses
- C. Childcare costs, house-sitting, and/or pet-sitting/kennel charges.
- D. Traffic and/or parking violations.
- E. Lost, stolen, or damaged personal property.
- F. Avoidable failure to cancel transportation reservations.
- G. Travel expenses for spouse or other personal guests.
- H. Laundry, dry cleaning, or personal toiletries.
- I. Any other expenses not directly related to traveling to/from the seminar site.

Travel Expenses

Date	Amount	Description	Seminar
	\$ -		
	-		
	-		
	-		
	-		
	-		
	-		
	-		
	-		
Travel Total	\$ -		

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