

SWOG

TRAVEL REIMBURSEMENT FORM

PRE-APPROVED TRAVEL ONLY

NOTE: Please refer to pages 2-3 (attached) for travel guidelines and specific information pertaining to SWOG's various travel policies. As a general reminder, in addition to this form being completed, signed, and returned to SWOG, approved travelers must also submit itemized receipts for all expenses being requested for reimbursement.

EVENT: _____

DATE OF EVENT: _____

HOTEL ARRIVAL AND DEPARTURE _____

MEALS: _____ \$ _____
(\$80 per day maximum; itemized receipts must be submitted)

AIRFARE (including baggage fees): _____ \$ _____

MILEAGE # miles _____ x Current GSA.gov Mileage Reimbursement Rate _____ \$ _____
(Web link in 'SWOG Tips and Information')

GROUND TRANSPORTATION (\$75 maximum per leg; SEE GUIDELINES) _____ \$ _____

PARKING _____ \$ _____

HOTEL ROOM CHARGE AND TAX (IF NOT PAID BY SWOG) _____ \$ _____
(DO NOT include incidentals charged to room)

OTHER EXPENSES (Explanation required.) _____ \$ _____

TOTAL _____ \$ _____

Traveler's Name: _____ Phone #: _____

Check payable to: _____ Email : _____

Home address: _____
(business address, if payable to institution) _____ SSN: _____ Required
Change of Address _____

I am the traveler that acquired and paid for these expenses. I certify that the listed expenses will not be submitted to any other facility, site, or entity for reimbursement.

Signature of Traveler: _____

TRAVEL FORM MUST BE SUBMITTED WITHIN 45 DAYS OF THE EVENT.
DUE TO GRANT EXPIRATION DATES, FUNDS MAY NOT BE AVAILABLE FOR LATE REQUESTS.

Please email completed form and required (scanned) receipts to GMtravel@swog.org.

If you would prefer to send your receipts via the postal service, please let our office know prior to sending anything. For questions, please contact the travel funding coordinator at the email provided above.

Please allow 4-6 weeks after receipt of completed request for mailing of reimbursement check.

SWOG Travel Tips and Information

Reimbursement Type	Description of Cover/Limits	Notes/Tips
MEALS	<ul style="list-style-type: none"> Covers cost of food and beverages, including tax and reasonable tips \$80 per day limit No alcohol Itemized receipts required No hosting (i.e. covering expenses for non-approved, non-SWOG travelers) If the meal is a room charge, please provide a separate itemized receipt for meal (not just hotel folio) 	<p>Itemized receipt rule of thumb: If you had a salad, the receipt should state you had a salad. If not, it is not itemized. Some food type indications are also acceptable, such as 'combo#3' or 'Deli Item.'</p> <p>Receipts with just the subtotal, total and tip (aka credit card receipts), or hotel folios are <u>not acceptable</u>.</p> <p>Cell phone photos of itemized receipts are acceptable, as long as they are legible and complete.</p> <p>Meals with multiple guests require the itemized receipt, as well as either (1) the credit card receipt or (2) a clear indication of the amount or specific items for which the traveler is requesting reimbursement. Reimbursement is allowed for the traveler only. Hosting is not reimbursable.</p>
AIRFARE	<ul style="list-style-type: none"> Coach flights only Minimum 14-day advance purchase (unless extenuating circumstances) Checked luggage fee is acceptable (limit one per flight) 	<p>If the traveler has more than two flight legs for traveling, such as if the traveler has another engagement before or after the SWOG-related meeting, SWOG will pay for the flight legs to and from the meeting location only. The other flight legs are the responsibility of the traveler.</p> <p>Cost of upgrades are the responsibility of the traveler (such as Economy Plus, Early Bird Check-In, premium direct flights, etc.). The traveler must include the cost differential for coach and any upgraded flight.</p> <p>For Group Meeting only: Conlin Travel is the provider of airfare reservations for each group meeting. Booking with Conlin Travel is optional; however, flights handled through Conlin are billed directly to SWOG. Please contact Conlin at (833) 698-1640 or corporatemeetings@conlintravel.com.</p>
GROUND TRANSPORTATION	<ul style="list-style-type: none"> Covers cost for taxis, shuttles, ride share services, and public transportation Premium Services (limo, etc.) are <u>not</u> covered Ground transportation maximum is \$75 per leg (home/office to airport and return; airport to hotel and return) 	<p>Travel during the meeting – such as cabs to restaurants – is not covered unless the traveler receives prior approval.</p> <p>Ride share services, such as Uber and Lyft, are covered under ground transportation. Receipts must be included (email, photo, etc.) in reimbursement. Label locations of trip on receipt if not indicated.</p> <p>Covers only ground transportation necessary for travel from traveler's location (home, work, etc.) to SWOG meeting location (hotel, etc.) and back.</p>

SWOG Travel Tips and Information

Reimbursement Type	Description of Cover/Limits	Notes/Tips
MILEAGE	<ul style="list-style-type: none"> Mileage is covered in lieu of ground transportation and/or airfare Mileage is paid at the government rate at the time of travel 	<p>Route directions requested for mileage verification. List locations of trip. Routes are downloadable from websites such as Google Maps and MapQuest.</p> <p>https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/private-owned-vehicle-pov-mileage-reimbursement-rates</p>
PARKING	<ul style="list-style-type: none"> Covers parking at the meeting location or airport/transportation parking center Covers parking for the duration of the SWOG meeting and travel time as appropriate 	<p>Valet parking is covered only if it is cost neutral (i.e. provided as a service with the cost of parking) or necessary.</p> <p><i>Parking receipt must list dates of service.</i></p>
HOTEL ROOM AND TAXES	<ul style="list-style-type: none"> Covers hotel rate and tax for the duration of the meeting as appropriate Covers cost of single occupancy room rate Room upgrades are not covered 	<p>Travelers book their own hotel rooms unless otherwise advised by SWOG staff. Double, triple, etc. hotel room occupancy is acceptable if the rate is the same as single occupancy. Otherwise, fees for additional, non-SWOG covered guests are the responsibility of the traveler.</p> <p><i>For Group Meeting only:</i> Travelers can use https://www.swog.org/news-events/swog-meetings to book reservations through the SWOG block. These reservations will be billed directly to the SWOG account.</p>
OTHER CHARGES / REDIRECTING THE REIMBURSEMENT	<ul style="list-style-type: none"> Payments issued to an institution require a W-9. Purchased internet (in a hotel, on an airplane, etc.) is not a travel cost. 	<p>If you have a travel cost that is not listed on this table, please inquire with the SWOG travel funding coordinator to discuss if the cost can/will be reimbursed.</p> <p>Enclose an institution's W-9 if redirecting reimbursement.</p>

For general questions or funding inquiries, please contact GMtravel@swog.org