

# SWOG

## TRAVEL REIMBURSEMENT FORM

### PRE-APPROVED TRAVEL ONLY

#### **GUIDELINES** (See pages 2 & 3 for additional tips and information.)

1. **Itemized receipts are required for all reimbursable expenses.**
2. Coach airfare ticket with a minimum 14-day advance purchase (no upgrades such as Economy Plus, Early Bird Check-In, premium direct flights, etc.)
3. Conlin Travel Agency is the provider of airfare reservations for the group meetings. Flights handled through Conlin Travel are billed directly to SWOG.
4. Reimbursement for additional cost & fees associated with flight changes need to be pre-approved by the SWOG Group Chairs Office staff.
5. Hotel room charge and tax (conference rate or single occupancy/standard business room rate -- no upgrades covered).
6. Hotel accommodations (room and tax) for the Hyatt Regency on the SWOG block may be billed directly to SWOG.
7. **Maximum allowable meal reimbursement is \$75 per day including tips and tax. Alcohol cannot be reimbursed.**  
(Per OHSU Guidelines: This is NOT a per diem, itemized receipts must be submitted.)
8. No hosting (i.e. payment of other travelers' meals or other travel expenses).
9. Travel reimbursements are mailed to the traveler's home address as listed below (or a business address, if payable to an institution).

EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

HOTEL ARRIVAL AND DEPARTURE \_\_\_\_\_

MEALS: \$75 per day maximum \$ \_\_\_\_\_

(This is NOT a per diem, itemized receipts must be submitted. Detailed receipts are required; receipts indicating only subtotal, tip and total are not acceptable.)

AIRFARE (including baggage fees) \$ \_\_\_\_\_

MILEAGE # miles \_\_\_\_\_ x \$0.58 \$ \_\_\_\_\_

GROUND TRANSPORTATION (to/from airport, hotel, and work/home only) \$ \_\_\_\_\_

PARKING \$ \_\_\_\_\_

HOTEL ROOM CHARGE AND TAX (IF NOT PAID BY SWOG) \$ \_\_\_\_\_

(DO NOT include incidentals charged to room)

OTHER EXPENSES (Please explain.) \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Traveler's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Please Print)

Check payable to: \_\_\_\_\_ Email : \_\_\_\_\_  
(Please Print)

Home address: \_\_\_\_\_  
(business address, if payable to institution)

☐ Change of Address

SSN: \_\_\_\_\_ Required

**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 Eva LealLara at leallara@ohsu.edu. If you would prefer to send your receipts via the postal service, please let our office know. For questions, contact Eva at the email provided or at her office number, 503-494-5732.

Please allow 4-6 weeks after receipt of 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"> <li>Covers cost of food and beverages, including tax and reasonable tips</li> <li>\$75 per day limit</li> <li>No alcohol</li> <li>Itemized receipts required</li> <li>No hosting (i.e. covering expenses for non-approved, non-SWOG travelers)</li> <li>If meal is a room charge, please provide a separate itemized receipt for meal (not just hotel folio)</li> </ul>	<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 not acceptable.</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 <b>not</b> reimbursable.</p>
Airfare	<ul style="list-style-type: none"> <li>Coach flights only</li> <li>Minimum 14-day advance purchase (unless extenuating circumstances)</li> <li>Checked luggage fee is acceptable (limit one per flight)</li> </ul>	<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.).</p>
Mileage	<ul style="list-style-type: none"> <li>Mileage is covered in lieu of ground transportation and/or airfare</li> <li>Mileage is paid at the government rate at the time of travel</li> </ul>	<p>Route directions requested for mileage verification. They are downloadable from websites such as Google Maps and MapQuest.</p>
Ground Transportation	<ul style="list-style-type: none"> <li>Covers cost for taxis, shuttles, ride share services, and public transportation</li> <li>Premium Services (limo, etc.) are <b>not</b> covered</li> </ul>	<p>Travel during the meeting – such as cabs to restaurants – is <b>not</b> covered unless the traveler receives prior approval.</p> <p>Ride share services, such as Uber and Lyft, are covered under ground transportation. Please include receipts (email, photo, etc.) in reimbursement.</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
Parking	<ul style="list-style-type: none"> <li>Covers parking at the meeting location or airport/transportation parking center</li> <li>Covers parking for the duration of the SWOG meeting and travel time as appropriate</li> </ul>	Valet parking is only covered if it is cost neutral (i.e. provided as a service with the cost of parking) or necessary.
Hotel Room and Tax	<ul style="list-style-type: none"> <li>Covers hotel rate and tax for the duration of the meeting as appropriate</li> <li>Covers cost of single occupancy room rate</li> <li>Room upgrades are not covered</li> </ul>	<p>Travelers book their own hotel rooms unless otherwise advised by SWOG staff.</p> <p>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>For Group Meeting only: Travelers can use SWOG.org to book reservation through SWOG block to have room billed directly to SWOG account.</p>
Other Charges		If you have a travel cost that is not listed on this table, please inquire with the SWOG travel coordinator (Eva LealLara) to discuss whether or not the cost is covered.

### **IMPORTANT THINGS TO REMEMBER**

- This form is used for pre-approved travel only. In general, the traveler should have been notified that funds are available and appropriated for reimbursement.
- Itemized receipts for meal reimbursements are REQUIRED. We cannot reimburse for meals without an itemized receipt.
- SWOG cannot reimburse for alcohol-related expenses. Ever.
- Meal reimbursements are for travelers only; no hosting (covering the meal costs for other non-SWOG travelers or guests).
- Maximum allowable meal reimbursements per day is \$75 (includes tip and tax).
- Coach airfare only; no upgrades (such as Flexible Fare, Economy Plus, Early Bird Check-In, premium direct flights, etc.).
- Be sure to include your Social Security number and signature on the reimbursement form.
- Incomplete reimbursement requests will delay your payment. It is the traveler's responsibility to review and forward the required travel reimbursement form and all necessary receipts.