

BTU Expense Reimbursement Guidelines

1. Expenses must be submitted within 60 days.
2. **All** expenses must be accompanied by original receipts.
3. Always indicate the category (organizing/communications/political/governance, etc.), unit (EP, ESP, TSP, Charter) and type of expense. Once these requirements are met, we will be able to process your expenses in a timely manner.
4. **MEAL EXPENSES:** Meal expenses must be accompanied by an itemized receipt. The actual cost of meals plus tips and tips for porter and maid will be reimbursed up to \$65 per day. You must submit a register/computer receipt that has the restaurant name and date imprinted on it **with an itemized food/beverage list.** No other types of receipts will be accepted. If a meal is provided during a meeting or conference, the receipt for that meal will **not** be reimbursed. The following amounts are guidelines for meals; Breakfast \$12, Lunch \$18 and Dinner \$35.
5. **HOSPITALITY/ENTERTAINMENT:** Must have prior approval by the BTU Financial Manager and hospitality receipts will need a detailed explanation (listing of attendees names, titles, organizations they represent and a short explanation as to the nature of the BTU business discussed during the hospitality). Alcohol will not be reimbursed.
6. **TRANSPORTATION:** Taxi fares to and from the airport and/or automobile mileage (usually transportation to and from the airport) at the rate of \$.555 cents per mile (subject to IRS rate changes), parking and road tolls will be reimbursed with proper documentation. Receipts **must be provided for all taxis, parking and road tolls.** If long auto trips are made, reimbursement for mileage and tolls will be made up to the lowest discounted airfare. When calculating mileage, you must include the number of miles. **Please note that taxi fares incurred during the course of the conference, i.e. to/from restaurants, are not covered.**
7. **AIRFARE & TRAIN TRAVEL:** Reservations should be made with as much advance notice as possible. The BTU's policy is to purchase the least expensive ticket available for your trip. BTU will not reimburse you for cancelled airfare. Therefore, it is important for you to notify the Airline carrier and inform them of the change or cancellation of an existing airline ticket as soon as you know of the change, **but no later than the departure of the first flight on the ticket** so that you do not lose the entire value of your ticket.
8. **HOTEL:** You must submit a zero balance hotel folio with your BTU expense reimbursement form. You must submit copies of charges for reimbursable meals and incidentals on your hotel bill. If you fail to notify the hotel directly of a change in your travel plans, you are responsible for paying the resulting "no-show" penalty charge from the hotel, usually one night's room and tax. Internet charges will **not** be reimbursed by BTU.
9. **TELEPHONE CALLS:** Please use your cell phone instead of using the hotel's long distance service to help you minimize the cost of your calls. Cell phone roaming charges will not be reimbursed.
10. **CAR RENTAL:** As a rule, car rentals are **NOT** covered. There are times when special circumstances make them necessary however, this must be discussed with the BTU Financial Manager and approved **prior** to the rental. BTU does **NOT** reimburse the cost of re-fueling at the rental car company. Please re-fill the gas tank prior to returning the car to the rental car company. BTU does **NOT** reimburse fees that are associated with Frequent Flyer Miles. These fees (FTP and/or FF) will be deducted.
11. **MISCELLANEOUS:** No expenses of a personal nature (e.g., health club, movies, laundry, newspapers, etc.) will be reimbursed. Internet, for either business or personal use will not be reimbursed. Hotel tips will be reimbursed as follows: Maid – maximum of \$2.00 per day, Bellhop – maximum of \$2.00 on arrival day and \$2.00 on day of departure.