



2020 Business Travel and Expense Report (Staff and Volunteers)

Finance Department

Personal Data

NAME, EMAIL, MAILING ADDRESS, CITY, STATE, ZIP, BUSINESS PURPOSE OF TRIP, TRAVEL FROM (DATE), TRAVEL TO (DATE)

Expenses (for instructions see page 2)

Table with columns: DATE, AIRFARE, BAGGAGE, TRAIN/BUS, TAXI/CAR SERVICE, MILES @ \$0.575 PER MILE, PARKING/TOLLS, CAR RENTAL, HOUSING/HOTEL, BREAKFAST, LUNCH, DINNER, HOSPITALITY, OTHER, TOTAL EXPENSES, COMMENTS

Authorization Signatures (required)

EMPLOYEE SIGNATURE, DATE, APPROVAL (MANAGER/DEPT. HEAD), DATE, APPROVAL (PROJECT MANAGER), DATE, DEDUCT CASH ADVANCES, BALANCE DUE INDIVIDUAL / (APS)

General Ledger Distribution (for internal use only)

Table with columns: CO. ID, COST CENTER, ACCOUNT NO., REFERENCE, PROJECT/ACTIVITY CODE, AMOUNT

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## Instructions

1. Expenses of authorized travel for the APS will be reimbursed upon receipt of a properly prepared report, supported by **copies of receipts**, signed by the traveler and approved by an authorized official. The report should be returned to the APS office promptly upon completion of the travel, however, no later than 60 days after the expenses are incurred.
2. When appropriate, these claims should be adjusted equitably to reflect activities undertaken for **other organizations** and companion expenses, which are not APS Business Expenses and therefore not reimbursable.
3. Commercial lodging **accommodations** will be reimbursed at the single occupancy rate for moderately priced housing.
4. Air travel should be at the lowest possible cost. Charges for changes made for the traveler's convenience are the responsibility of the traveler. Airline tickets purchased through the APS travel agency account must be submitted with the expense report.
5. Reimbursement for the use of **rented automobiles** will be made if circumstances make it impractical to use public transportation. The car rental receipt must be attached to the travel report. Ancillary charges are reimbursable and should be accounted for under **Other Expenses**.
6. Expenses for transportation by privately owned car will be reimbursed on a mileage basis at the rate of **57.5 cents** per mile, plus toll charges and necessary parking fees. The cost of travel by privately owned car should not exceed the cost of travel by common carrier.
7. APS has determined the following guidelines for per-diem expenses for employees and volunteers: **\$20** for breakfast, **\$20** for lunch, and **\$40** for dinner. If a meal is provided to the traveler, the traveler must reduce the per-diem, accordingly. If the per-diem method is chosen, it must be used for the entire trip.
8. If the APS traveler chooses to claim actual costs, he or she must attach receipts for all meals during the trip. APS has developed the following guidelines for reasonable expenses (including tax and gratuity): **\$20** for breakfast, **\$20** for lunch, and **\$40** for dinner. With proper receipts, submissions within the guidelines will be reimbursed without any question. If the actual cost method is chosen, it must be used for the entire trip.
9. **Personal expenses** such as laundry, insurance, valet, spa and movies are not allowable charges; they are the responsibility of the traveler. Business phone calls should be identified as such on the Travel and Expense Report.
10. **Travel advances** for staff must be accounted for on the report in the spaces provided. Allowable travel costs in excess of advances will be reimbursed. If the balance is due APS, the traveler must submit a check for the unused portion with the report. Advances not substantiated and/or returned within a reasonable time must be considered taxable income.

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## Policies

1. 2020 Travel & Expense Report (Staff & Volunteers) link ([apps3.aps.org/aps/forms/travel-policy.pdf](https://apps3.aps.org/aps/forms/travel-policy.pdf))
2. IRS Accountable Plan. ([taxmap.irs.gov/taxmap/pubs/p463-012.htm#TXMP3a1f7e37](https://taxmap.irs.gov/taxmap/pubs/p463-012.htm#TXMP3a1f7e37))

Mail completed report and original receipts to:

American Physical Society  
1 Physics Ellipse - 5th Fl  
College Park, MD 20740  
Attn: Accounting Department

or

American Physical Society  
1 Research Road  
Ridge, NY 11961  
Attn: Accounting Department