

**The Gilder Lehrman Institute of American History
2016 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. **Failure to comply with the below guidelines may result in a delay or denial of reimbursement.**

1. How to Submit

- A. **Reimbursement Deadline:** This form is due to GLI 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, an online receipt, or a Google maps print out of your drive each way with the miles traveled. 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. **Form:** All fields must be completed in order for your reimbursement to be processed including Date, Check Payable to, Seminar, Address, and Receipts. All final reimbursement expenses are subject to GLI's final determination.
- D. Please return this completed form and receipts by email to seminars@gilderlehrman.org; by fax to **646-366-9669**; or by mail to **The Gilder Lehrman Institute of American History, Seminars Department, 49 West 45th Street, 6th Floor, New York, NY 10036.**

2. Reimbursables:

- A. Air and Rail Transportation
 - i. GLI will reimburse only the first checked baggage fee.
- B. Car Transportation / Parking
 - i. GLI will reimburse car mileage according to the IRS standard allowable mileage rate, currently 54 per mile. You may submit for mileage OR gasoline and tolls, not both.
 - 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. Public Transportation
 - i. GLI will only reimburse bus, rail or public transit expenses to and from the airport and seminar location. The original rail ticket or an e-ticket are the only receipts that will be accepted. Commuters may submit a weekly rail pass for reimbursement.

3. 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, pet-sitting charges.
- D. Traffic and/or parking violations.
- E. Lost, stolen, or damaged personal property.
- F. Avoidable failure to cancel transportation reservation.
- G. Travel expenses for spouse or other persons.
- H. Laundry, dry cleaning, or personal clothes.
- I. Any other expenses not directly related to traveling to/from the seminar site.
- J. GLI will not reimburse flight cancellation/changes fees and first/business class tickets.

Travel Expenses

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

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EXAMPLE: RECEIPTS

Please return the completed reimbursement form and copy of your receipts (as shown here) by email to seminars@gilderlehrman.org; by fax to 646-366-9669; or by mail to The Gilder Lehrman Institute of American History, Seminars Department, 49 West 45th Street, 6th Floor, New York, NY 10036.

Please see the reimbursement guidelines for further details.

Sample Business 1
111 Address Road
New York, NY 55555

6/1/2016

Item \$100
Item \$50
Total \$150

Sample Business 2
222 Address Road
New York, NY 55555

6/2/2016

Item \$20
Item \$15
Item \$30

Total \$65

Sample Business 3
333 Address Road
New York, NY 55555

6/3/2016

Item \$50
Total \$50