ASNAU
REIMBURSEMENT GUIDELINES

ASNAU DOES NOT REIMBURSE FOR ANY FOOD EXPENSE
(Outside of Sodexo Catering)

You have 10 business days after the conclusion of your activity/event to turn in original receipts in person to the office, or your bill will expire and you will no longer qualify for reimbursement.

General requirements of a valid receipt:

- Valid receipts must show the date of payment/purchase, what was purchased, who/what the purchase was for, and method of payment (cash, card, check, etc.)
- When submitting a cash register receipt, it must be the itemized original; photo copies and pictures of cash register receipts are not acceptable
- Fuel receipts must be legible and show the price per gallon, total gallons purchased, date, time and location of purchase and payment method
- Lodging receipts must be itemized, show check in and departure dates and indicate a zero balance is due. They should not include anything other than the base room rate, taxes and fees. Parking charges will be accepted on a lodging receipt. NOTE: Room service, laundry, movies, minibar, internet access, telephone calls, room damage charges and the like are NOT reimbursable expenses.
- Public transportation (airfare, train, bus, etc) must indicate the name of the traveler, departure and arrival details (times/locations), and method of payment
- Conference fees, tournament fees, participant fees, registration fees, etc must indicate the name of the individual(s) that are covered by the fee, final cost and method of payment
- Bank and Credit Card statements are UNACCEPTABLE

Personal vehicle fuel replacement:

- ASNAU can reimburse for replacement fuel only
- Top off the tank BEFORE leaving Flagstaff so you begin with a full tank of fuel. This initial fill up will not be eligible for reimbursement, however all replacement fuel will be (with valid receipts)
- Fuel purchases must be along the most direct travel route for the trip and the final fill up when you return to Flagstaff
- Please include a map or details indicating the route driven to/from your event. (You may use maps by google, yahoo, Bing, AAA, MapQuest, etc...) and include all legs of the trip
- Event parking charges are reimbursable with a valid original receipt (ie...hard receipt of the payment stub)

Commercial Airfare, Bus, Train, etc:

- Purchase should be made at least 21 days prior to departure to avoid last minute rate increases. For multiple travelers, reimbursement amounts may be based on the lowest priced, earliest purchased ticket amount.
- Your receipt must include travelers name, the complete itinerary (departure/arrival dates/times/locations), final cost and payment date and method.
- Baggage check fee receipts must be originals. ASNAU will only reimburse for one bag checked.
- Seat upgrade or premium seat charges are NOT eligible for reimbursement, nor is a class change (ie...first class/business class upgrades not eligible for reimbursement)
Conference/Event Registration Receipts:

- Receipts must show the name of the conference, name of attendee, price and what is covered by the conference fee, date and method of payment
- Group registrations should include names of participants (can be hand written on the receipt or included as a separate document.)
- Purchases for event T-shirts, souvenirs, schwag or anything not pertinent to the business need/purpose of the conference is **not eligible** for reimbursement.

Lodging Receipts:

- ASNAU can only reimburse eligible expenses including base room rate, taxes and fees.
- Lodging receipts must be itemized by day, indicating all charges that make up the daily rate and must show check in and departure dates, date and method of payment and a zero balance is due. **It is recommended that upon check out, you request a receipt from the Front Desk**
- Parking charges are allowed.
- We will need to know how many people stayed in each room, names preferred
- **NOTE:** Room service, laundry, movies, minibar, internet access, telephone calls, room damage charges and the like are **NOT** reimbursable expenses.

Ground/Shuttle Transportation:

- Must indicate the name of the commercial cab/shuttle company (not UBER or any other private cab that has a flexible policy to change rates at their discretion)
- Must show pick-up and drop-off locations, dates and times
- Must be itemized showing base rate, final payment and method of payment (ie: last 4 of the credit card used, cash, etc.)
- **NOTE:** We can only reimburse base amount; gratuity/tip not eligible for reimbursement.

International Travel:

- Receipts must follow the same guidelines as previously discussed.
- If receipt is shown in anything other than U.S. Dollars, (USD), please include a copy of your credit card/bank statement showing the relevant charge(s) so we can verify the exchange rate at the time of the payment.
- If you exchange your USD for the local currency then pay with the local currency and the receipt reflects the local currency, the receipt must also show the date and time of the purchase; we will use a foreign currency exchange rate website to determine the exchange rate for the day the expense was incurred and reimburse based on that rate.
- We will not be able to use the exchange rate on the day you convert your USD into the foreign currency, but must use the rate posted for the day the expense was incurred.
- Lodging receipts should be legible and written in English whenever possible. Most international receipts are written in their local language so be prepared to offer translation assistance if needed on our end. If we cannot read the language or easily decipher the receipt, it **may** not be considered an eligible reimbursement. *(this is rare...most major hoteliers follow the same general format and google can assist in translations)*