

**Rita Allen Foundation Travel Expense Policy**

**Scholars Summer Program July 9–11, 2017**

The Rita Allen Foundation will reimburse Scholars for travel expenses associated with the Rita Allen Scholars Summer Program July 9–11, 2017.

*The Rita Allen Foundation will pay directly for lodging at the Chauncey Hotel and Conference Center and group meals.*

**Other travel expenses will be reimbursed upon review and approval of applicable receipts.** The attachedTravel Reimbursement Request Form should be completed and sent, along with receipts notated with the nature of the expense (when not obvious), via e-mail to Kari Williams Tyksinski, Finance (kwt@ritaallen.org).

Reimbursable expenses include:

* Round trip coach/economy air or coach/economy rail transportation
* Round trip ground transportation to air or rail terminals in your home city (the Foundation will provide ground transportation from the Princeton Junction rail terminal)
* Moderate meal expenses en route
* Mileage on your own vehicle (the Foundation will **not** pay for rental car transportation)
* Parking

**PLEASE SUBMIT ATTACHED FORM BY AUGUST 15, 2017**



**TRAVEL REIMBURSEMENT REQUEST FORM**

**Scholars Summer Program July 9–11, 2017**

***—Please type or print legibly—***

|  |  |
| --- | --- |
| ***NAME (payee):*** |  |
| ***EMAIL:*** |  |

**MAILING ADDRESS TO WHICH CHECK SHOULD BE SENT:**

|  |
| --- |
|  |
|  |
|  |

 **EXPENSES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***ITEM DESCRIPTION*** | **date** |  | **Receipt Must****Be Attached** | ***TOTAL*** |
|  |  |  |  | $ |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ***MILEAGE TO/FROM*** | **DATE** | **MILES** | **2017 IRS rate is 53.5 cents per mile** |  |
|  |  |  |  | $ |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **EXPENSE TOTAL** | $ |

Signature\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \* I attest that the above expenses I incurred are true and correct to the best of my knowledge.

***Please return this form and all receipts to:*** *Kari Williams Tyksinski* *kwt@ritaallen.org*

 *Finance*

 *Rita Allen Foundation*

 *92 Nassau Street, Third Floor Tel: 609-683-8010*

 *Princeton, NJ 08542 Fax: 609-683-8025*