Conference Registration

- Persons who apply for reimbursement are required to pay the conference registration fee. However, these persons are permitted to register under their college’s institutional membership.

Air Transportation

- Receipts for air travel are required.
- Normally all persons traveling at AMATYC expense should make their reservations. Be sure to carefully check your itinerary immediately upon booking, as you are responsible for accuracy once the ticket is issued.
- A traveler may book his/her own flight using a personal credit card; travelers are expected to make good-faith efforts to secure lower fares when traveling on AMATYC business. Authorization must be obtained in advance from the Treasurer if the fare, including taxes and fees, exceeds $600 round-trip. In the absence of the Treasurer, the President may provide authorization. Failure to obtain authorization in advance may result in the traveler paying any amount in excess of $600.
- A traveler may be reimbursed prior to travel by submitting a reimbursement form and the receipt with itinerary. A copy of the printed receipt obtained at check-in must be submitted with the post-travel reimbursement form as evidence of travel.

Ground Transportation

- Ground transportation to and from the airport will be reimbursed up to $10 per trip without receipt. Receipts must accompany reimbursement requests for greater amounts.

Baggage Handling and Tips

- Tips are reimbursed up to $5 per person per hotel night stay. These include fees and tips given to porters, baggage carriers, and hotel staff. Receipts are not required.
- A traveler may be reimbursed up to the standard baggage fee for the cost of one (1) checked bag for personal use.

Private Automobile

- Private automobiles are reimbursed on a mileage basis only. Mileage reimbursement will be set at the current IRS rate in January of each year.
- Persons desiring to travel by private automobile will be reimbursed for the lesser of two costs: round-trip mileage or total air travel cost.

Lodging

- Individuals who qualify for lodging support must stay at a contracted hotel and work with the Conference Coordinator to reserve nights. Reimbursements will not be made to individuals who choose to stay at a hotel other than a contracted hotel.
- AMATYC will cover the costs of two full nights lodging