



American Society for Histocompatibility & Immunogenetics  
 1120 Route 73, Suite 200, Mount Laurel, NJ 08054

**Travel Reimbursement Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Payable to Address: \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Are you an inspector trainee? Yes  No

It is requested that I be reimbursed for travel and other expenses in connection with ASHI business.

Purpose of Trip/Meeting: \_\_\_\_\_

Institution / ASHI Lab Accreditation Number (if applicable): \_\_\_\_\_

Location: \_\_\_\_\_ Dates traveled for ASHI: \_\_\_\_\_

**Directions:** Complete this form and email it to [info@ashi-hla.org](mailto:info@ashi-hla.org) within 30 calendar days of the completion of travel.  
**For travel including an overnight hotel stay**, a \$100 Per Diem is allotted for each overnight stay related to ASHI business. This per diem covers meals and all travel related gratuities.  
**For travel that does not include an overnight hotel stay**, itemized, dated receipts are required for all expenses or meals.  
**For Board, ARB meetings and any other meetings where food & beverage are provided by ASHI**, expenses incurred outside of the ASHI meeting as part of your travels will be considered for reimbursement with itemized receipts.

Please review [ASHI's travel reimbursement policy](#) for complete details on reimbursements.

	SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL
Date								
Lodging								
Itemized Breakfast								
Itemized Lunch								
Itemized Dinner								
Itemized Gratuities								
Full Day Per Diem								
Transportation/Air								
Local Cab/Bus								
Parking								
*Other								
***Automobile miles x .575/mile (includes reimbursement for gas)								

\*\*\*Proof of mileage (MapQuest, Google Maps, etc.) is required by auditors. Odometer readings are not considered proof.

The ASHI Travel Fund was created to provide travel stipends to our members so that they can attend ASHI meetings. Please consider donating a portion of your reimbursement to the ASHI Travel Fund. Your donation is tax deductible. Thank you!

Sub-total: \_\_\_\_\_

Donate to the Travel Fund? \_\_\_\_\_

**TOTAL REIMBURSEMENT DUE:** \_\_\_\_\_

\* Other (Please provide explanation):  
 \_\_\_\_\_