

CAMPEP TRAVEL REIMBURSEMENT POLICY

GENERAL:

Travel for the conduct of CAMPEP activities will be reimbursed. All travel must be approved in advance by the Chairman, Treasurer, or Board of Directors. Travel to the RSNA, ASTRO, or AAPM Annual Meeting will not be reimbursed unless it is approved in advance by the Board of Directors. Foreign travel (other than Canada and the United States) must be approved by the Board of Directors.

Per diem and lodging will be reimbursed only for time spent on CAMPEP business; i.e., for a one day meeting per diem will be paid for the day of the meeting and if necessary for the evening before, lodging will be reimbursed for the night before the meeting and if necessary for the night of the meeting. Hotel, meal and travel costs for companion are not reimbursable.

PER DIEM:

CAMPEP will reimburse actual expenses not to exceed a total of \$60.00 per day (for partial days: 10.00 for breakfast, \$15.00 for lunch, and \$35.00 for dinner.)

Charges for laundry, valet or similar expenses are the responsibility of the traveler.

TRAVEL:

Car travel will be reimbursed at \$0.55 per mile. Travel by car including incurred lodging and per diem expenses will be reimbursed up to but not exceeding the cost of coach air fare.

Rental car costs require written justification and prior approval by the Chairman or Treasurer.

Excursion or otherwise reduced air fares should be obtained whenever possible. Air travel within the United States will be reimbursed for coach fare.

LODGING:

Comfortable, moderately priced hotels are preferred.

TELEPHONE:

Telephone charges for CAMPEP business and "safe arrival" calls will be paid.

REIMBURSEMENT REVIEW:

Travel and adherence to the above policy will be reviewed by and travel reimbursement approved by the Treasurer or his/her delegate.

RECEIPTS:

Airplane, hotel, meals, taxi fares above \$10.00 and car rental receipts must be attached to the reimbursement request.

FOR REIMBURSEMENT MAIL TO:

Jackie Ogburn
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One Physics Ellipse
College Park, MD 20740
Phone - 301-209-3346
Fax - 301-209-0862