

INSTRUCTIONS FOR COMPLETING THE TRAVEL REIMBURSEMENT FORM

Effective immediately, ASPS/PSF volunteers should use the travel reimbursement form for travel on or after January 1, 2013. The form is designed to be completed in Excel by the member and is embedded with a series of dropdown menus that should make completion of the form easier for the individual. To complete the form, please follow these steps:

1. Open the latest version of the Travel Reimbursement Form.
2. Fill in the “MEMBER NAME”, “MEMBER ID”, “ADDRESS”, “CITY, STATE, ZIP CODE”, “PHONE NUMBER”, “TRAVEL LOCATION”, and “MEETING NAME” fields.
3. Click on the field titled “TYPE OF TRAVEL” and select whether travel was domestic or international from the drop down menu.
4. Click on the field titled “ROLE DURING TRAVEL” and select the role for which you traveled on behalf of ASPS/PSF from the drop down menu.
5. Click on the field titled “ASPS/PSF SPONSORED MEETING” to specify if the meeting/event was sponsored by ASPS/PSF.
6. Click on the field titled “AIRFARE BOOKED WITHIN 21 DAYS OF DEPARTURE” to specify if travel was booked within the required timeframe.
7. Please enter the date travel began in the field “EXPENSES FROM (date)” and the date travel ended in the field “EXPENSES TO (date)”. Dates are entered using the format, DD/MM/YY.
8. Under the header “ITEMIZATION”, please include each individual expense that you incurred during your travel except for airfare, meals, and mileage expenses. For each expense:
 - Please fill in the “DATE” and “AMOUNT” fields
 - Under the column header titled “CATEGORY”, select the expense type from the drop down menu. Once you have selected an expense type, the “RECEIPT REQUIRED” field will indicate whether a receipt is required for that expense type.
 - Under the column header titled “RECEIPT INCLUDED”, please click whether you have included a receipt for that particular expense.

9. If requesting airfare reimbursement, please complete the section under the header “AIRFARE”. Please fill in the “DATE”, “ITEM”, and “AMOUNT REQUESTED” fields. If airfare was booked within 21 days; the form was designed to adjust the reimbursable amount accordingly.
10. If you attended a meeting/event not sponsored by ASPS/PSF, please complete the section under the header “MEALS”. Please fill in the “DATE” and “AMOUNT REQUESTED” fields for each day of travel. Keep in mind, receipts are required for ALL meals, and daily totals are to be reflected in the “AMOUNT REQUESTED” field allowing the form to adjust the reimbursable amount accordingly.
11. If you used a personal car during your travel, please complete the section under the header “MILEAGE”. Please fill in the “DATE” and “MILES” fields for each leg of your travel and use the drop down menu in the “DIRECTION” field to indicate whether the trip was from your home / office to the airport / meeting location or vice versa. Once that information is entered, the form will automatically calculate the reimbursement for each leg of travel and add it to the total reimbursement amount. If you incurred any tolls during your trip, please include that amount in the “RATE” column next to one of the “TOLLS” rows. Keep in mind, the reimbursable mileage rate is adjusted to align with the published IRS mileage rate.
12. Please fill in any additional comments or instructions in the “COMMENTS” field, as necessary.
13. After entering all of the expenses for a particular trip, please save a copy of the form for your files. It is recommended to save the form for each trip taken under a different name.
14. Print a copy of the completed form and send it along with all required receipts to the following address for processing:

ASPS
Attn: Finance Department / VTR
444 East Algonquin Road
Arlington Heights, IL 60005

For each completed form, you will receive an e-mail from the ASPS Finance Department confirming the date of receipt of the travel reimbursement form. The target turnaround time for reimbursement is within 10 business days from the date of receipt of the completed travel reimbursement form and related receipts by ASPS.

Please contact Rachel Valdez with any questions regarding the reimbursement process at 847.228.3344 or via email at rvaldez@plasticsurgery.org.