

**Expense Report**  
**Society for Industrial and Applied Mathematics**  
3600 Market Street, 6th Floor  
Philadelphia, PA 19104-2688

Name:

Mailing Address: *Please provide mailing address to which reimbursement check should be mailed:*

Purpose of Trip:

**Transportation Expenses:**

Airline:  
From:    
To:   
Carrier:

Train:  
From:    
To:

Car Rental  
From:    
To:

Taxi/Shuttle

Private Auto  
# of Miles     
(2024 IRS rate \$0.67 per mile)                      enter # of miles above

Tolls

Parking

Total Transportation

**Living Expenses:**

Hotel

Meals                      List on reverse side

Total Living Expenses

**Miscellaneous:**

Total Miscellaneous Expenses

**Total Expenses**

Signature/Date

Approved

## Reimbursable Travel Expenses

### Transportation Expenses:

1. Air travel should be arranged utilizing a combination of the most direct, convenient and cost effective routing. (Coach class seating.)
2. Private automobile travel will be reimbursed at the IRS rate.
3. A rental car should be used only if circumstances make it impossible or impractical to use public transportation.

### Living Expenses:

1. Hotel reimbursement is limited to single room rate for the night before the meeting, night(s) of the meeting(s) and the night after the meeting.
2. Meals will be reimbursed for reasonable costs.

### Miscellaneous Expenses:

1. Internet access fees charged by a hotel will be reimbursed.
2. Telephone - one call per day

### Receipts:

It is requested that receipts for all business expenditures be attached to your expense report, unless unobtainable or impractical. Any individual items of expense in excess of \$25.00 should be substantiated by a receipt with the exception of meals. **All meals required detailed receipts showing items purchased. Meals without detailed receipts cannot be reimbursed. An alternative to detailed meal receipts is to use the Per Diem rate for the host city.**

### Non-reimbursable Expenses:

Expenses that are considered personal include, but are not limited to, in-room movies, valet/ laundry service, health clubs, toiletries, magazines, etc.

### Submitting Expense Reports:

A SIAM Expense report with receipts **\*MUST\*** be completed and received by SIAM within two (2) months of the meeting end date in order to receive reimbursement. Expense reports received after the deadline will not be reimbursed. Electronic copies of the expense report form and receipts should be sent via email to the Meeting Manager. If unsure where to direct your forms, contact [meetings@siam.org](mailto:meetings@siam.org). **In order to expedite processing of expense reports, do not embed receipts into an email. Please provide PDFs of all receipts**

### Meal Log

Date	Breakfast	Lunch	Dinner	Total
Total Meals				