



Expense Reimbursement Form

PAYEE NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP CODE _____
 EMAIL ADDRESS _____ PHONE NUMBER _____
 EVENT LOCATION _____ DATES _____

DATE:				Total	FOR Official USE ONLY
Ground Transportation					71970
Parking/Tolls					71970
Meals					71940
Other					71970
					71930
TOTAL					
Miles Driven (one way) _____	(ONLY provide miles driven and staff will calculate total) X .55 x 2 =				71950

Traveler's Signature _____ Date _____

FOR Official USE ONLY

Mission _____ 111 _____ Notes: _____
 Project _____
 Date Paid _____
 Requested by _____ Date _____
 Approved by _____ Date _____
 Received in Accounting _____ Date _____

TOTAL: \$

Original receipts MUST be attached.

Connected Nation
 PO Box 3448
 Bowling Green, KY 42101

1-866-882-3081
 apmanager@opportunityonline.org



Expense Reimbursement Form Instructions

In order to receive reimbursement for any out-of-pocket travel expenses, an expense reimbursement form must be completed, submitted and verified at the registration desk upon arrival at your Summit. Please be prepared to submit all required documentation at that time in order to receive the maximum amount of travel expense reimbursement to which you are entitled. All original receipts as well as proof of mileage (if applicable) **MUST** be attached to your expense request form. **Expenses submitted without receipts will not be reimbursed.**

Specific Line-By-Line Instructions

Payee Name: Enter the person's name incurring the travel expenses. The expense reimbursement check will be made payable to this individual.

Address, City, State, Zip Code: Enter the payee's complete mailing address. Expense reimbursement checks will be mailed to the address provided.

E-mail Address, Phone Number: Enter the payee's e-mail address and phone number. The payee will be contacted via e-mail or telephone with any questions that may arise while processing the expense reimbursement.

Event Location, Dates: Enter the event location and dates of the Summit you are attending.

Date: Enter in the table section the date of travel using one column per day.

Ground Transportation: Enter on this line any taxi fares or similar transportation. Also include on this line costs for vehicle rental charges.

Parking/Tolls: Enter on this line any parking or toll charges. Please refer to the travel guidelines for information regarding airport parking. Standard parking at the Summit will be included. **Valet parking will not be reimbursed.**

Meals: Enter the actual cost of meals while traveling to the Summit. Signify the specific meal by using "B" for breakfast, "L" for lunch or "D" for dinner. Opportunity Online staff will calculate meals to be reimbursed while traveling after the Summit, if eligible, using per diem rates based on travel time.

Other: Enter any other miscellaneous travel costs such as fees incurred to check luggage while flying, tips, etc.

Total: Total each column and row. Opportunity Online staff will be happy to verify your totals.

Miles Driven (one way): When driving a personal vehicle, enter the one-way miles driven to the Summit. **Please print the mileage of your route from MapQuest or Google Maps and attach to the expense reimbursement form.** Opportunity Online staff will double the one-way mileage and calculate the mileage reimbursement amount.

Signature of Attendee: Please sign and date the expense reimbursement form. By signing the form you are verifying that all travel expenses are legitimate and accurate.

Please refer to the Opportunity Online Summit Guidelines for Travel – Participant Travel and Expense Policy for a more detailed listing of specific expenses that will or will not be reimbursed.

Upon request, Opportunity Online staff will e-mail you an electronic copy of your expense reimbursement form submitted. Every effort will be made to process your payment within 30 days of receiving your request.

If there are extenuating circumstances and you are unable to submit your expense reimbursement form at the registration desk upon arrival at your Summit, you may mail the original form along with all receipts and other documentation within ten (10) days of the Summit to:

Opportunity Online
A/P Manager
% Connected Nation
PO Box 3448
Bowling Green, KY 42102-3448

For more information or questions about the expense reimbursement form, please call 1-866-882-3081.



Expense Reimbursement Form

PAYEE NAME John Doe
 ADDRESS 123 Main Street
 CITY Boston STATE MA ZIP CODE 12345
 E-MAIL ADDRESS john@doe.com PHONE NUMBER (123) 456-7891
 EVENT LOCATION Boston, MA DATES 4/30/09 - 5/1/09

DATE:	4/30/2009	5/1/2009		Total	FOR Official USE ONLY
Ground Transportation					71970
Parking/Tolls	\$2.50 - Tolls	\$2.50 - Tolls		\$ 5.00	71970
Meals	\$6.25 B, \$11.95 L	\$21 D		\$ 39.20	71940
Other					71970
					71930
TOTAL	\$ 20.70	\$ 23.50		\$ 44.20	
Miles Driven (one way)	<u>200</u>	(ONLY provide miles driven and staff will calculate total) X .55 x 2 =			71950

Signature of Attendee _____ Date 4/30/2009

FOR Official USE ONLY

Mission 111 Notes: _____
 Project _____
 Date Paid _____
 Requested by _____ Date _____
 Approved by _____ Date _____
 Received in Accounting _____ Date _____

TOTAL: \$

Original receipts MUST be attached.

Connected Nation
 PO Box 3448
 Bowling Green, KY 42102

1-866-882-3081
 apmanager@opportunityonline.org

Participant Travel and Expense Policy

The following policy was developed to provide travel and expense guidance to individuals who have been invited to attend an Opportunity Online Summit.

In order to receive reimbursement for any out-of-pocket travel expenses, an expense reimbursement form must be completed, submitted and verified at the registration desk upon arrival at your Summit. Please be prepared to submit all required documentation at that time in order to receive the maximum amount of travel expense reimbursement to which you are entitled.

1. Air Transportation

- If seeking air transportation, login to the Opportunity Online website to complete the Flight Request Form located under the registered users section of your Summit's home page and e-mail it to opportunityonline@ganttravel.com or call 800-621-1083 to schedule your flight. Airfare ticket charges will be invoiced directly to Opportunity Online.
- Opportunity Online will work with you to establish itineraries based on the following priorities, in order: non-stop routes, preferred carriers, lowest possible fare available at the time of booking, and departure date and time.
- Flying coach class is an Opportunity Online standard policy for all domestic flights.
- Gant Travel has been instructed to schedule all flights to arrive prior to the start of the summit.
- Any changes to your itinerary must receive prior approval and **changes may result in personal charges not reimbursed by Opportunity Online.**
- If you check your luggage, please provide us with a receipt. We will reimburse double (x 2) this expense to account for your return trip as well. **We will be unable to reimburse these expenses without a receipt.**
- Ground transportation to/from the departure airport is reimbursable. Taxis are preferred and reimbursement will be doubled (x 2) to account for your return trip but can **only be reimbursed with a valid receipt.** If you will be driving a personal vehicle to the airport, **please print the mileage of your route from MapQuest or Google Maps.** Record the mileage and submit it with your expense reimbursement form at the Summit. Mileage is reimbursed at the current rates established by the U.S. Internal Revenue Service. Opportunity Online staff will calculate the mileage reimbursement amount for you. **Because mileage is reimbursable, fuel purchases are not reimbursed when driving your personal vehicle.**
- If parking at the departure airport is required, Opportunity Online will reimburse for long-term or economy parking. Please provide some substantiation of the cost you will incur for parking such as an airport parking rate sheet with the specific parking that you utilized noted.

- Opportunity Online will reimburse transportation costs from the airport to the venue, if necessary (taxi or hotel shuttle). Reimbursement will be doubled (x 2) to account for your return trip but can **only be reimbursed with a valid receipt**.

2. Ground Transportation

- If you will be driving a personal vehicle to the Summit, **please print the mileage of your route from MapQuest or Google Maps**. Record the mileage and submit it with your expense reimbursement form at the Summit. Mileage is reimbursed at the rates established by the U.S. Internal Revenue Service (currently \$0.55/mile). Opportunity Online staff will calculate the mileage reimbursement amount for you. **Because mileage is reimbursable, fuel purchases are not reimbursed when driving your personal vehicle.**
- If you will be renting a vehicle to drive to the Summit, please be aware that **the Summit's liability insurance will not cover any accidents that might occur when you rent a car for Opportunity Online**. Therefore, you should determine whether or not to purchase additional insurance coverage at the time of rental, depending on the provisions of your personal auto policy coverage. Experient can assist you with making rental booking. For reimbursement of the rental car, please provide a copy of the receipt along with your expense reimbursement form at the Summit. **Reimbursements cannot be made without a valid receipt.**
- When renting a vehicle, fuel purchases will be reimbursed when purchased according to the rental company's policy, i.e., returned with matching fuel or returned with full tank. **You must submit the original receipts for all fuel purchased in order to receive reimbursement.**

3. Lodging/Meals

- Once you arrive at the Summit, your lodging and meals will be provided. Meals en route to and from the event are eligible for reimbursement or per diem (see below).
- A limited amount of alcoholic beverages will be provided during evening meals. Additional alcohol expenses will not be reimbursed.
- Lodging Prior to and After the Summit – If your travel time exceeds (6) hours or 360 miles and your trip requires lodging prior to the start of the Summit, in order **to receive reimbursement you must submit the original receipts** along with your expense reimbursement form at the Summit. Lodging prior to the Summit will be reimbursed up to \$200. Reimbursement allowances for lodging after the Summit will be determined on a case-by-case basis.
- Meals Prior to the Summit – If your trip requires meals prior to the start of the Summit, in order **to receive reimbursement you must submit the original receipts** along with your expense reimbursement form at the Summit.
- Meals After the Summit – If your travel time exceeds five (5) driving hours or 300 miles, you are eligible for a per diem meal allowance. This will be credited to your expense reimbursement form based on the printout of your Mileage. Per Diem rates are based on the current rates established by the U.S. Internal Revenue Service for meals and incidentals and are pro-rated based on the specific meal as follows: breakfast - \$10, lunch - \$14, dinner - \$21.