

SEASR

(Southeastern Association of Shared Resources)

A Chapter of the ABRF

(The Association of Bimolecular Resource Facilities)

2022 Annual Meeting ABRF-Adopted Reimbursement Guidelines

For Invited Speakers and Organizing Committee Members

Thank you for participating in our annual meeting. We are very appreciative that you have shared your time and expertise with us. We are happy to reimburse invited keynote and session speakers for reasonable travel and lodging expenses incurred. Selected short-talk speakers will be reimbursed up to the travel award limit of \$600 (if their institution is >50 miles from Nashville, TN).

The guidelines below are provided for your consideration when planning your travel and in preparing your reimbursement request.

Reimbursement checks will take 4-6 weeks to arrive.

Questions should be directed to SEASR Treasurer, Dr. Natasha Browner (nbrowner@msm.edu) 1-404-756-6707 office

Travel

Airfare / Train

- **Economy only**
 - Will not reimburse for business or first class. Individual must bear the cost of the difference between economy and business or first class, if that is their preference.
 - Individual must bear the cost of the difference between a direct route and indirect route, if they choose to include any other stops in their itinerary. Comparisons of difference at time of booking must be provided.
 - Travelers are expected to choose the least costly fare offered by a vendor that realistically meets scheduling needs and cannot be biased by any traveler's frequent flyer affiliation.
- Will only reimburse for one baggage fee per flight. Other luggage must be paid by individual.
- Rental cars should be limited to situations where other means of transportation are not practical, economical or available
 - Will not reimburse for a car larger than a mid-size
 - Reimbursable costs include daily rental fee, gasoline charges, parking, and tolls
 - Rental car gas tanks should be refilled before returning vehicle. ABRF will not reimburse for charges from the rental car company for gas.

Personal Car

- Must be main mode of transportation
- Mileage rate = federal GSA reimbursement rate (as of 1/1/22 = \$0.585/mile)
 - For two or more persons traveling together in the same vehicle, only one person will be reimbursed for mileage

- Must cost less or the same as a similar flight (must not exceed cost of commercial transportation). If costs exceed airfare, the cost of the economy airfare will be reimbursed instead.
- Must include MapQuest, Google Map, etc. of route traveled to document mileage.
 - o Only reimburse for mileage marked on map – so don't get lost
- All parking (@hotel) and highway tolls require receipts
- The difference between a direct and indirect route as a matter of personal preference will need to be paid by the individual

Meals

- Reimbursement only for meals not provided by meeting
- Meals will be reimbursed on actual receipts, or the maximum reimbursement per meal using the GSA's published meal reimbursement rates (per diem)
 - o *For the Nashville area in 2022, the current per diem rates are:*
 Breakfast: \$18.00
 Lunch: \$20.00
 Dinner: \$36.00
 - o Form should include times departed from home location and time arrived back at home location to further breakdown this table if calculating based on GSA rates
- We cannot reimburse for alcohol
- Snacks, mini-bar, and other incidental items such as magazines, toiletries, and medicine are considered personal items and are not reimbursable

Lodging

- Will reimburse for lodging at the SEASR conference HQ hotel (Nashville Marriott at Vanderbilt University), or if the HQ hotel is sold out, a hotel of equal or less cost.
- Detailed receipts are required and reimbursement will be for actual expense, cost of incidentals will be excluded from reimbursement.
- Must be located greater than 45 miles from home institution
- Will not cover costs of extending stay for personal reasons

Non-Reimbursable Expenses:

- Personal entertainment expenses (movies, games, health club, golf outings, and other optional conference activities not included in the general conference fee)
- Valet parking, unless the hotel or venue prohibits guests from parking their own vehicles
- Travel accident insurance premiums
- Costs incurred by failure to cancel transportation or hotel reservations
- Traffic and/or parking violation fines
- Repairs to personal vehicles used for ABRF travel
- Spouse or other family member expenses
- Laundry service
- Lost or stolen property
- Costs incurred at home, such as childcare, pet care or lawn/home maintenance
- Companion expenses
- Life, flight, or baggage insurance
- Excess baggage charges for personal items (e.g. golf clubs, skis, etc.)
- Charitable or political contributions
- Mini-bar items

- An indirect route as a matter of personal preference
- Any charges, fees, or other associated costs related to the making of reservations or other accommodations for travel

Last revised, May 2022