

## **IUPS Travel Reimbursement Guidelines (2010 edition)**

### GENERAL PRINCIPLES:

Please remember that IUPS is a non-profit, charitable organization that derives most of its income from dues payments from the major physiological societies and organizations around the world. These guidelines are based on the assumption that costs of official travel financed by IUPS should be based only on expenses that are directly related to the business at hand and involve a minimum of frills. Travelers and/or their travel agents are encouraged to find the lowest airfares possible which may require checking multiple routes and travel times well in advance of the event. Charges deviating significantly from these principles may be only partially paid.

Please also keep in mind that the Treasurer works with only limited assistance. Please submit requests for payment that provide all of the needed information and include all of the necessary calculations (e.g. currency exchange calculations). Significantly incomplete requests may be returned for completion; payment will probably be delayed in less extreme situations.

### GUIDELINES:

IUPS will pay normal, reasonable, and customary travel expenses for approved travel relating to IUPS business. Payments normally will be made as after the fact reimbursements. Travel advances will be made only for specifically approved exceptional situations (approval must be obtained in advance from both the Secretary General and the Treasurer).

Requests for reimbursements will be promptly processed as they are received in the Treasurer's Office. No specific voucher form is required, but payment will be expedited by provision of clear and complete information, including travel dates, air ticket receipts, and other necessary receipts (see below).

Currency exchange rates effective either on the dates when expenses were incurred, or as close to those dates as may be available, must be provided and used for all items denominated in currencies other than US dollars (USD). Traveler's calculations of conversions will be verified by the Treasurer's Office. Please use one of the established Internet Currency Converter Sites to determine these rates. Please include your estimated total costs (in USD) in your requests.

To the extent possible transactions should be in USD. Direct payment in euros may be possible under some circumstances. The preferred method for reimbursement will be wire transfer. Domestic (US) reimbursements can be via check if that is preferred. International reimbursements can be via check if necessary, but recipients must then pay currency conversion fees. For international wire transfers IUPS will pay conversion fees. Checks will be sent regular post. If you would like your check sent to you via Federal Express or United Parcel Service or DHL, please provide an account number with your receipts.

Original receipts are required for every item for which you wish to be reimbursed, except for meals not already paid for by IUPS. Meal allowances for unpaid meals will be \$12 breakfast, \$15 lunch, and \$40 dinner (\$67 total/day).

### Allowable expenses include:

- airfare (economy coach only up to \$2,500 USD; upgrades at traveler's expense)
- other direct travel expenses [airport transport (private car, van, taxi); visa fees]
- parking at home airport
- lodging during the meeting; the number of days will be determined for each meeting
- meals not already covered
- transportation from hotel to meeting and return (if necessary)
- phone calls only if related to IUPS business and dial up service for laptop
- rental car (only if no alternatives available)

### Unallowable expenses:

- laundry
- alcoholic beverages
- spa or gym visits
- personal phone calls
- credit card fees
- movies or videos
- personal items

Please submit your receipts to:

Leslie Price, IUPS Manager  
Physiology & Biophysics  
School of Medicine  
Case Western Reserve University  
10900 Euclid Avenue  
Cleveland, OH 44106-4970

email: [Leslie.Price@case.edu](mailto:Leslie.Price@case.edu)  
telephone: 216.368.5520  
FAX: 216.368.5586

With your receipts, please include your home address, phone number where you can be reached, and email address.

For wire transfers, please provide the following information:

Name of Bank  
Location of Bank (address, city, country)  
ABA Number (US accounts)  
Name of Account  
Account Number (including bank routing number)  
SWIFT Number (International accounts)

If you have questions, please contact Leslie Price at [Leslie.Price@case.edu](mailto:Leslie.Price@case.edu)