

## American Board of Colon and Rectal Surgery

### Expense Voucher

*Any person incurring expenses for which reimbursement is due from the ABCRS is requested to pay those expenses and request reimbursement by completing and forwarding this form with supporting receipts to the ABCRS.*

<b>Date Submitted:</b>			
<b>Remit To:</b>	Name: Address: Address: City: _____ State: _____ Zip: _____		
<b>Meeting/Trip Purpose:</b>			
<b>Meeting Date(s):</b>			
<b>Location:</b>			
	<b>Transportation</b>		
	Fares/Tolls (Please attach ticket stubs in any amount)	\$	
	Automobile Mileage (55.5 cents per mile) _____ Miles	\$	
	Airfare (Coach Fare)	\$	
	Parking	\$	
	Taxi Fares/Ground Transportation	\$	
	<b>Total Transportation</b>		\$
	<b>Meals &amp; Lodging</b>		
	Hotel Bill paid personally (please attach receipts)	\$	
	Meals paid personally, if any (please attach receipts)	\$	
	<b>Total Meals &amp; Lodging</b>		\$
	<b>Miscellaneous (out-of-pocket)</b>		
	Tips	\$	
	Phone	\$	
	Other: _____	\$	
	<b>Total Miscellaneous</b>		\$
	<b>Total Reimbursement Requested</b>		\$

**AMERICAN BOARD OF COLON AND RECTAL SURGERY**  
 20600 Eureka Road - Suite 600  
 Taylor, Michigan 48180  
 PHONE: (734) 282-9400 - FAX: (734) 282-9402  
 EMAIL: admin@abcrs.org

## **AMERICAN BOARD OF COLON AND RECTAL SURGERY**

### **TRAVEL EXPENSE REIMBURSEMENT GUIDELINES**

It is the policy of the American Board of Colon and Rectal Surgery to reimburse members and employees for reasonable expenses incurred while traveling on Board related business. Original receipts for all reimbursable expenses greater than \$25 must be attached.

#### **Transportation:**

Regarding air travel, domestic travel will be reimbursed at coach class fare. It is expected that all ABCRS members and staff will do advance-purchase ticketing to obtain the lowest airfare for that trip (usually 3-4 weeks ahead). Including Saturday stay-over if applicable. Trip cancellation insurance is advised for non-refundable airline tickets.

Privately-owned vehicle transportation used instead of air travel will not exceed cost of airfare to the same destination, and is reimbursable at 55.5 cents per mile.

#### **Living Expenses:**

Standard first class, but no luxury hotel or motel should be used. Unauthorized accompanying individual expenses (e.g., spouse) are at member's expense. Reasonable meal charges are reimbursed. Excess amounts should be substantiated by explanatory note.

It is expected that members will exercise discretion in selection of hotel accommodations, meals and transportation. Individuals are free to upgrade any category at their own expense. ABCRS will reimburse reasonable incidentals and telephone charges, however, all other personal expenses, including entertainment, are at member's expense.

A \$500,000 personal travel and accident insurance policy is carried by the Board for those traveling on ABCRS related business.

For unanswered special questions, contact the Board Office.

**PLEASE SUBMIT YOUR EXPENSE VOUCHER NO LATER THAN 10 DAYS AFTER TRAVEL TO:**

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