

SCHOLARSHIP POLICY – P3 Basics Overview Training and NCSL Legislative Summit

Overview

The BATIC Institute will reimburse your costs for attending the P3 Basics Training on August 5th-6th, 2017 in Boston, MA in accordance with the following provisions.

This reimbursement will cover additional costs incurred as a result of attending this training, including:

- Sleeping room at the Element Boston Seaport
- Meals reimbursed at the per diem rate

Please read this memo in its entirety to ensure that you are reimbursed for all costs incurred, as it reviews in detail what is reimbursable and what is not reimbursable.

BATIC Institute Travel Policy and Allowable Expenses

Accommodations

- Hotel accommodations will be provided for a one-night stay on Saturday, August 5th at the Element Boston Seaport. Hotel accommodations will also be available on Friday, August 4th for participants needing to fly in on Friday.

Meals

- You will be reimbursed at the per diem rate (\$69) for up to one full day and two travel days at the travel day per diem rate of 75% (\$51.75/travel day). In the event that a meal is provided for you during the event, the meal will be deducted from your per diem.

Non-Reimbursable Items

The BATIC Institute will not reimburse members for the following items:

- Local or long-distance telephone calls and access fees: fax fees, internet and computer access charges
- Laundry charges
- Gratuities to doormen, bellmen and housekeeping
- Entertainment, health clubs, resort fees
- Alcoholic beverages
- Flight insurance
- In-flight telephone calls

Reimbursement Process

You will have 30 calendar days to submit expense reimbursement requests following the event. Reimbursement request forms should be completed along with original receipts for air fare, rental car, privately owned auto mileage, ground transportation, and parking. **Failure to provide appropriate support receipts will result in the reimbursement being delayed.**

You have two options to provide reimbursement requests.

1. AASHTO now allows reimbursement requests to be submitted via AASHTO's expense tracking system Concur. If you decide to go through Concur, we will need to create an account for you, and then the reimbursement will be placed directly into your bank account. Please see the User's Guide on the following page for instructions for creating an accounting and submitting an expense report via Concur. Contact Alex Clegg at acleeg@ashto.org if you would like to use Concur for this event.
2. If you do not go through Concur, send completed reimbursement form and all necessary receipts to Alex Clegg at acleeg@ashto.org. The reimbursement form is available by request. Alternatively, you may mail the signed reimbursement form and receipts; and address them to **444 North Capitol St. NW – Suite 249 – Attn: Alex Clegg –Washington, DC 20001. If you email the form and receipts, the BATIC Institute asks that you retain originals in your files.**

If you have any further questions regarding this travel reimbursement guidance, feel free to contact Alex Clegg at acleeg@ashto.org or 202-624-5815. We will be happy to answer any questions you might have.

Concur User's Guide for BATIC Institute Events

AASHTO is making its expense tracking system Concur available to non-AASHTO employees. This service is available either through your internet browser on your computer or with the Concur app. This guide will help you create your account and submit reports. If at any point you need help with Concur, you can either contact Alex Clegg (aclegg@ashto.org; 202-624-5815), or use the robust assistance features that Concur provides.

1. Create an account
 - a. Let Alex Clegg (aclegg@ashto.org) know that you would like to create an account with AASHTO's Concur system.
 - b. Once your account is created, you will receive an email from Concur with further instructions for setting up your account.
 - c. The first time you log-on, you will be required to change your password.
2. Enter your bank account information
 - a. Concur deposits your reimbursements directly into your bank account.
 - b. To enter your bank account information, go to "Profile" → "Profile Settings" → "Bank Information".
 - c. Please note that concur works ONLY with U.S. Banks. You CANNOT be reimbursed through Concur via credit cards, debit cards, etc.
3. Enter your report
 - a. If you are using the desktop version: click on "Start a Report" in the top right corner.
 - i. If you are using the app, select "Expense Reports" and tap the "+" button in the top-right.
 - b. When you are creating your report, the program codes that AASHTO uses to track expenses should be filled in automatically. Double check that they are as follows:
 1. Program: 8015-AASHTO Project Finance Institute-APFI
 2. Contract: (FE18) Center for Excellence in Project Finance
 3. Work Order: (TASK2) Peer Exchange, Work Shop, Training (TASK2)
 - c. Select the appropriate expense type.
 - d. Fill out the expense information
 - i. Payment type is always "Cash".
 - ii. Be sure to attach the receipt, showing the date and amount.
 - iii. If you are charging the per diem rate for meals, take a [screenshot of the per diem rate](#) for Boston, MA as the "receipt". There is an example on the next page
 1. If you are using the app, you can add the receipt straight to the expense. If you are using the desktop version, you must first upload the image to your computer and then add it.
4. Submit your report. If everything is correct, you will receive your reimbursement in 2-3 weeks.

October 2016 - September 2017 The following rates apply for Boston / Cambridge Massachusetts. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2016 Oct	Nov	Dec	2017 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Boston / Cambridge	Suffolk, city of Cambridge	\$296	\$204	\$204	\$204	\$204	\$204	\$275	\$275	\$275	\$262	\$262	\$296	\$69