

SCHOLARSHIP POLICY – P3 Basics Overview Training ONLY

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 the following costs:

- Sleeping room at the Element Boston Seaport
- Airfare and ground transportation
- Meals reimbursed at the per diem rate

Before booking travel, please read this memo in its entirety, as it reviews in detail what is reimbursable and what is not reimbursable.

BATIC Institute Travel Policy and Allowable Expenses

Air Travel

- Book flights only **after you have received approval** from your state for out of state travel.
- Invited participants are responsible for **booking their own flights**.
- The BATIC Institute will only reimburse **economy fares**.
- Please **make your reservations as far in advance** of the departure date as possible to take advantage of low airfare costs.
- The BATIC Institute **will not reimburse costs that are incurred as a result of unnecessary stopovers, extended stays, or voluntary flight reservation changes**.
- The BATIC Institute **will cover the costs of the first checked bag** for both inbound and outbound flights.
- **Receipts are required for airfare and checked bags.**
- **Flights over \$700 must receive approval prior to booking. Please notify Alex Clegg at aclegg@ashto.org if you anticipate your flight being over \$700.**

Transportation

In addition to air travel, the BATIC Institute will also cover the following miscellaneous travel expenses:

- Ground transportation costs for public transportation in home city (home/office to/from airport) or parking at an economy lot at the airport.
- Ground transportation costs for public transportation in Boston, MA. (airport to/from hotel).
- **Receipts for these costs are required.**

Car Travel

- Travel by privately owned car **for trips less than 150 miles** is reimbursed at the GSA mileage rate of \$0.535 /mile.
- For a trip **in excess of 150 miles**, costs associated with the use of privately owned autos will be reimbursed as long as the cost of the automobile expenses claimed in addition to related

subsistence expenses do not exceed the cost of travel by common carrier plus related subsistence expenses.

- Any trip in excess of 150 miles requires prior approval from the BATIC Institute. For approval, please contact Alex Clegg at aclegg@ashto.org.
- **A map of the distance traveled is required** to receive reimbursement.

Accommodations

- Hotel accommodations will be provided for a one-night stay on 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 up to two travel days at the travel day per diem rate of 75% (\$51.75). 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 aclegg@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 aclegg@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 aclegg@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@aaashto.org; 202-624-5815), or use the robust assistance features that Concur provides.

1. Create an account
 - a. Let Alex Clegg (aclegg@aaashto.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