



Cancer and Leukemia Group B
Central Office of the Chairman
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Richard L. Schilsky, M.D.
Chairman

NOTES REGARDING TRAVEL EXPENSES
University of Chicago / Cancer and Leukemia Group B
Travel Expense Vouchers

Reimbursable Transportation

- Round-trip Coach Class Airfare on a US-flag carrying airline. Airfare above \$500 must be approved in advance of purchase by Donna Johnson, CALGB Meeting Manager, whether booked through CALGB travel agent or purchased by traveler.
- Round-trip Standard Coach Class or Business Class Train tickets.
- Documentation for airfare or train must provide the ticket number and proof of payment information (i.e., must show a zero balance due). If you only have an itinerary without proof of payment, please include a copy of your credit card statement or cancelled check.
- Personal Car Mileage reimbursement is provided at **50¢** per mile (as of 1/1/10) up to the equivalent of the cost of advance purchase round-trip coach class airfare. Please include a Mapquest or Google printout as documentation of requested mileage.

Lodging

- Single room rate including tax. If an attendee chooses to use another hotel, the reimbursement will be limited to the per-night meeting group rate. A maximum of 3 nights will be covered. **The original zero balance hotel receipt is required. ZIP checkout statement showing balance not paid will not be accepted for reimbursement.**

Reimbursable Incidentals

- Tips, tolls, parking fees, airport shuttle expenses, and personal car mileage between home and airport. Business phone calls, telegrams, copies, faxes, postage & mailing only if related to CALGB business. Expenses for rental cars/limousines will be reimbursed only up to the cost of the round-trip airport shuttle or maximum allowable cab fare that is published in the specific meeting announcement. **Original paid itemized receipts are required for expenditures of \$75 or more.**

Registration Fee – Include paid receipt for conference registration, for all amounts.

Meals

- **Actual and reasonable expenses are reimbursable.** CALGB does not use per diems.
- **Travel status meals** are your personal meals while traveling on CALGB business and an **original paid itemized receipt** is required for expenditures of \$75 or more.
- **Business meals** are whenever you cover the meal cost for others. **All Business Meals require an original paid itemized receipt, regardless of amount.** To be reimbursed for a Business Meal, please include the date, place, specific purpose of meal, and the names of the individuals who are eligible for reimbursement and their institution.

Examples of Non-Reimbursable Expenses

- Alcoholic Beverages – with meals or as mini-bar expense
- Meals taken elsewhere when there is a CALGB hosted meal function posted on the schedule.
- Meals for non-reimbursable travelers
- In-Room Movies
- Health Club Fees
- Business or First Class Airfare
- Travel that is booked less than 7 days prior to departure often resulting in premium pricing in addition to the unavailability of the discounted class of service
- First Class Train Tickets
- Insurance on car rentals

If your itemized receipt shows a balance due, the original credit card slip must also be provided. A credit card slip alone is not sufficient documentation.

Your personal signature is required on the line marked “Signature of Traveler.” Mail Travel Expense Vouchers, with required documentation, to the Central Office at the above address within two weeks following the trip. Travel vouchers may not be submitted by fax or email.

Step-by-step instructions for completing expense vouchers are located at:
http://www.calgb.org/Public/meetings/travel/voucher_instructions.php

***Reimbursement should be received within approximately four weeks.
Contact Kathy Barnett at the CALGB Travel Desk at 773-702-9775 with questions.***