

TRAVEL REIMBURSEMENT GUIDELINES

**3rd GENI Engineering Conference
28-30 October 2008**

Upon returning from your trip, please submit a brief invoice, along with receipts for all travel expenses incurred, to BBN Technologies. You may mail, fax, or email the invoice and receipts to:

Kathleen Rich
GENI Project Office
BBN Technologies
10 Moulton Street
Cambridge, MA 02138
Fax: 617-873-4888
Email: gec@geni.net

You may request reimbursement for the following travel expenses:

- Roundtrip airfare
 - Airfare must be the “lowest logical airfare” available at the time of booking. If anything above economy is reserved, only the cost of the economy fare will be reimbursed.
 - The definition of “lowest logical airfare” is the least expensive, non-refundable fare with the minimum number of stops at the time of booking.
- Lodging
 - For lodging information, please refer to the GEC registration site.
- Meals
 - Meals that are not already provided by the conference will be reimbursed.
- Travel to and from Airports
 - Reasonable transportation costs for travel from home to airport and from airport to hotel (and back) will be reimbursed.
 - Airport parking costs and mileage will be reimbursed to those choosing to drive, assuming these costs are equal to or less than the cost of alternate transportation such as taxis.
- Mileage, Tolls, & Parking
 - Personal vehicle costs will be reimbursed to those choosing to drive.
 - Cost of driving should be equal to or less than the cost of flying.
 - The current mileage reimbursement rate is 58.5 cents/mile.
- Registration Fee
 - The GEC 3 conference registration fee will be reimbursed in full.

******Please note:***

- Itemized receipts are required for individual meals exceeding \$50.
- Alcohol is non-reimbursable.
- Food & beverage outside of regular meals is non-reimbursable.
- Expenses may be disallowed if they are considered unreasonable or unrelated to the purpose of travel.

Non-reimbursable Expenses

The following expenses will not be reimbursed to the traveler. This is a non-exclusive list of miscellaneous expenses.

- Airline Club membership fees
- Alcoholic beverages
- Annual fees, delinquency charges, finance charges, or any costs associated with charge cards
- Barbers and hairdressers
- Car washes
- Cell phones and accessories (i.e., additional batteries, hands free kits, car adapters, etc.), cell phone repair, or replacement of lost, stolen or damaged equipment
- Child care costs
- Clothing purchased for or during a business trip
- Entertainment or recreational activities for personal reasons
- Expenses for travel companions or family members
- Expenses related to stopovers, layovers, or other indirect routing made for personal reasons
- Expenses related to vacation or personal days while traveling
- Excess baggage charge
- Fines for traffic violations or parking tickets
- Hair care, shoeshine, or similar services
- Health or athletic club fees
- In-flight movies or headsets
- In-room refreshment bar
- Laundry and valet expenses
- Loss of personal property, such as luggage or brief case
- Loss or theft of cash, tickets, personal funds, or other personal property
- Magazines, books, newspapers, and similar items
- Medical or dental expenses incurred while traveling
- Maintenance and repair of personal property (for example, home and grounds while away)
- Movies, including pay TV movies in hotels and motels, shows, and sporting events
- Personal accident insurance
- Pet care and boarding while traveling
- Postage costs
- Personal vehicle maintenance, repair, tune-ups
- Saunas and massages
- Snacks or other meals outside of breakfast, lunch or dinner
- Souvenirs/personal gifts
- Tobacco products
- Toiletries, such as toothpaste, toothbrush, etc.