

Travel Grantee Reimbursement Guidelines

Lodging & Meals

The conference will be providing breakfast. Travel Grantees will be reimbursed for actual lunch and dinner expenses up to \$50 per day. Alcoholic beverages are non-reimbursable. **Itemized receipts for all meals must be submitted with reimbursement request.**

The GENI Engineering Conference has a negotiated rate of \$201 per night (plus taxes) with the Westin Arlington Gateway in Arlington, VA. Travel Grantees will be reimbursed for up to two nights stay at the conference rate.

Travel to and from Airports

BBN will reimburse reasonable costs for travel between the Westin and Washington, D.C. area airports and between the Travel Grantee's home airport and home or office.

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.

Invoicing

Upon returning from the GENI Conference, an invoice and receipts for all expenses incurred must be direct mailed, emailed or faxed to BBN Technologies in order to obtain reimbursement. Please send to:

**Kathleen Rich
GENI Project Office
BBN Technologies
10 Moulton Street
Cambridge, MA 02138
Phone: (617)873-2934
Fax: (617)873-4888
Email: gec@gec.net**

Non-reimbursable Expenses

The following expenses will not be reimbursed to the traveler. This is a non-exclusive list of miscellaneous expenses. Other expenses may also be disallowed if they are considered unreasonable or unrelated to the purpose of travel.

- 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
- GPS systems in rental cars
- Hair care, shoeshine, or similar services
- Health or athletic club fees
- In-flight movies or headsets
- In-room refreshment bar
- Laundry and valet expenses for trips less than five business days
- Loss of personal property, such as luggage or brief case, including items stolen from rental cars
- 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
- Personal entertainment
- 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.