

## TRAVEL REIMBURSEMENT INSTRUCTIONS

Within **30 days** upon returning from your trip, please submit a brief invoice, along with receipts for all travel expenses incurred (*including meals*), to BBN Technologies.

**Please email your invoice and receipts as a single PDF file to: [krich@bbn.com](mailto:krich@bbn.com)**

Otherwise, you may mail or fax your receipts to:

Kathleen Rich  
GENI Project Office  
Raytheon, BBN Technologies  
10 Moulton Street  
Cambridge, MA 02138  
Fax: 617-873-4888

***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
  - The conference hotel rate, plus applicable taxes, will be reimbursed.
  - Internet and other in-room expenses are non-reimbursable.
- Meals
  - Meal costs up to the daily government per diem will be reimbursed, minus any meals provided at the meeting.
  - Gov per diem rates can be found here: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).
- Ground Transportation
  - 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.
  - Mileage will be reimbursed at the government rate in effect during time of travel.
- Conference fee

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

- Receipts are required for **all expenses incurred** (including meals not provided by the conference).
- *Itemized* receipts are required for all 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.

- Please provide the mailing address where payment should be sent to on your invoice.
- A reimbursement check will be mailed to you within 30 days upon receipt of your invoice and receipts.
- Reimbursement requests submitted more than 30 days after returning from your trip may not be approved or paid.

### **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.