



Travel Expense Reimbursement Form USA Participants

For Speakers and Invited Experts only

Please review submission requirements:

1. Receipts should be submitted in PDF format.
2. If the receipts are not in English, please identify the expense represented by the receipt.
3. ISAPP does not reimburse the following:
 - a. Rental cars
 - b. Transportation/Mileage to and from departure airport
 - c. Food or drinks not part of the conference (Including those incurred during travel)
 - d. Parking at your departure airport
 - e. Upgraded accommodations
 - f. All costs related to accompanying guest(s)

A - Documents - The following items must be included to receive reimbursement:

1. Airfare:
 - Receipt indicating purchase price (Do not include extraneous documentation. Do not include Boarding Passes in lieu of purchase receipt.)
 - Copy of airfare quote obtained from ISAPP (received at least 2 months before the conference).
2. Ground Transportation (if applicable):
 - Payment receipt from the destination airport to the meeting accommodation/venue and back.

B – Reimbursement amount:

- Total airfare expense: _____
- Total ground transportation expense (train, bus, taxi, Uber, Lyft, etc): _____

Total amount requested: _____

Amount requested must match receipts.

C - Payment Information - Payment will be sent via check

Check payable to: _____

Mailing information:

Name (If different from name on check): _____

Organization (if applicable): _____

Street Address or P.O. Box Number: _____

City, State and Zip Code: _____

Name: _____

Email: _____

- I assert that all information above is correct and that I understand the terms of ISAPP's Reimbursement Guidelines

D – Submission:

Email completed form and receipts to: Laura Tiernay laura@isappscience.org