# Travel Expense Reimbursement Form

This form is for use by ISAPP meeting speakers and invited experts to claim reimbursement for allowable expenses in line with ISAPP's travel and reimbursement policy, found here: https://isappscience.org/for-scientists/annual-meeting/2026-travel-and-expense-reimbursement-policy/

ISAPP does not reimburse the following:

a. Costs for accompanying guests
b. non-direct travel routings
c. pre- or post-meeting activities
d. additional nights' accommodations or upgraded accommodations
e. rental cars
f. taxis or other privately booked transport from airport/train station to meeting venue/hotel exceeding USD$100
g. any ground transport outside of direct return transport from the point of arrival into Tokyo to the meeting venue/hotel
h. transportation/mileage to and from your departure airport
i. parking at your departure airport
j. any additional food or drinks outside the conference (including those incurred during travel)

## A - Documents

Receipts should be submitted in PDF format.
If the receipts are not in English, please identify the expense represented by the receipt.

The following items must be included to receive airfare reimbursement:

- ☐ Airfare receipt indicating purchase price (Do not include extraneous documentation or boarding passes.)
- ☐ Copy of airfare quote obtained from ISAPP (received at least 2 months before event).

## B - Expense details

| Expense details | Amount | Currency |
|---|---|---|
| | | |
| | | |
| | | |
| Total (incurred currency) | | |
| Total (requested currency for reimbursement) | | |

ISAPP
International Scientific Association for PROBIOTICS and PREBIOTICS

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## C - Payment Information

**For US Residents Only** - Payment will be sent via check

| | |
|---|---|
| First and last name | |
| Check payable to (if different from above) | |
| Organization (if applicable) | |
| Mailing address | |

**For Non-US Residents** - Payment will be sent via wire transfer

| | |
|---|---|
| Currency for payment | |
| Account holder name | |
| Account holder address | |
| Bank name | |
| Bank branch (if applicable) | |
| Bank address | |
| Account Number | |

Bank Identifier Codes - provide SWIFT/BIC **and** country specific code as applicable

| | | |
|---|---|---|
| SWIFT/BIC | Required for all wire transfers | |
| IBAN | EU | |
| Sort Code | Canada, UK | |
| Routing Number (institution and transit) | Canada | |

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| | | |
|---|---|---|
| IFSC | India | |
| Bank/State/Branch (BSB) | Australia | |
| Bank code | Hong Kong, Sweden | |
| Branch code/number | Brazil, Hong Kong | |
| PIX Alias ID | Brazil | |
| Bank card number | China | |

## D - Submission:

Name:

Email:

- [ ] I assert that all information above is correct and that I understand the terms of ISAPP's reimbursement guidelines.
- [ ] Email completed form and receipts to: Laura Tiernay laura@isappscience.org