



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)		



Travel Expense Reimbursement Form

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	



Travel Expense Reimbursement Form

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