



Expense Reimbursement Policy for Symposium Participants

AREMA normally plans for reasonable travel expense reimbursement for Symposium Participants. This Policy outlines authorized expenses and limitations as well as the procedure for seeking reimbursement. For REES 2024 the maximum limit is \$1,155.00 inclusive of airfare, housing and ground transportation.

Procedure/Receipt Policy

The Symposium Participant must submit his/her request for reimbursement on the approved Reimbursement Request Form with proper documentation and receipts attached.

Receipts are required for all transportation and hotel expenses and for any meal expenses exceeding \$25.00 per meal.

Expense Reimbursement Requests should be submitted to meetings@arema.org as soon as possible but no later than July 15, 2024. Expenses will be reviewed for approval and reimbursed within 30 days of submission.

EXPENSE REPORTS MUST BE SUBMITTED BY JULY 15, 2024

Expenses Covered

- **Transportation**

Reimbursement may be requested for air/train/personal or rental car transportation, but in no case will the reimbursement amount exceed the cost of a lowest-fare non-refundable economy class airline ticket (or the comparable AMTRAK (non-First class) routing). If a participant elects to use a rental car for his own convenience, rather than air transportation the above maximums will still apply. Expenses for use of a personal vehicle should be reported using the current US IRS mileage allowance. The 2024 mileage rate per the IRS is .67 per mile and is intended to include all costs of operation except for parking and tolls (which may be added to the costs).

If a participant elects to purchase a higher fare ticket, a print-out showing the lowest-fare refundable economy class ticket price should be attached, and this will be the amount used for reimbursement.

REES 2024

RAILWAY ENGINEERING EDUCATION SYMPOSIUM

Expenses Covered (continued)

- **Meals**

Reimbursement may be requested for meals (including gratuities) incurred during travel to, from and while at the Symposium. ***(See receipt policy above.)***

NOTE: Program days when REES attendees will be provided with lunch and dinner reimbursement may not be submitted for these meals.

If a participant participates in a group meal or a meal including other parties, the amount relevant to the participant should be separated out and noted on the Reimbursement Request form.

The US General Services Administration allowance for Meals & Incidentals (M&IE) in Salt Lake City, UT is currently \$64.00, participants are expected to use sound judgment in submitting meal expenses for reimbursement.

It is recognized that meal costs vary considerably by area; however, the following amounts would be considered a reasonable allowance:

Breakfast	\$14.00
Lunch	\$16.00
Dinner	\$29.00

Receipts will still be required. This is not an undocumented allowance. AREMA reserves the right to limit reimbursement to reasonable amounts.

- **Lodging**

Reimbursement may be requested for hotel/motel lodging incurred during travel to, from and while at the Symposium. (See receipt policy above.)

- **Miscellaneous**

Under normal circumstances, miscellaneous expenses such as entertainment, laundry, in-room movies, etc. are not eligible for reimbursement.

- **Spouse/Family Expenses**

AREMA is not responsible for the expenses of any family members or friends who might accompany the participant. Joint use of a hotel room by family is allowable, and the total cost of the room is reimbursable (or the equivalent cost of a single if the cost for additional occupants is higher).