

THE KAVLI FOUNDATION

THE KAVLI FOUNDATION EXPENSE REIMBURSEMENT GUIDELINES

The cutoff date for reimbursements is **60 days** from the meeting date. To qualify for reimbursement, please send an email to Kelly Johnson (science@kavlifoundation.org) with the following things:

1. Name
2. Organization/affiliation
3. Mailing address (for the check to be sent)
4. Event attended and Details for expenses (i.e. what the charge was for)
5. Attached receipts

Please note that a receipt must accompany *all* expenses.

FLIGHTS

Travel arrangements must be pre-approved by the Foundation's Executive Assistant.

Corporate Traveler is the Foundation's travel service, which is available for use to external participants upon invitation. To use this service, a completed Traveler Profile form must be sent to Kelly King (Kelly.king@corporatetraveler.us). Kelly will work with the participant to find a flight that best fits their needs and the Foundation's policy.

If choosing to not use the Foundation's travel service, the Foundation will reimburse travel for lowest cost non-refundable economy class airfare for the participant's route. Airline tickets must be purchased at least 14 days in advance to the event. The Foundation pays for up to two checked bags. Air travel containing personal segment and change fees for personal reasons are not reimbursable.

LODGING

The Foundation generally provides lodging in a pre-arranged hotel block. However, if alternate arrangements are required, please contact the Foundation's Executive Assistant at least 30 days prior to the event, or at the earliest notice.

MEALS

*Please note that the Foundation **does not** reimburse on a per diem basis.* Meals will be reimbursed for the day of the event, or during travel to the event. The daily meal limits that are reimbursable (with accompanying receipts) are:

- \$30 – breakfast
- \$40 – lunch
- \$75 – dinner

GROUND TRANSPORTATION TO AND FROM AIRPORTS

Taxicab and ridesharing fares will be reimbursed with a receipt and the tip clearly noted.

PERSONAL CAR MILEAGE

Mileage for personal vehicles is reimbursable at the U.S. Internal Revenue Service Rate (currently \$0.545/mi for 2018). Parking and toll costs are also reimbursable. A map printout is required as distance documentation.

RENTAL CAR

If a rental car is necessary, the Foundation will reimburse up to the cost of a compact or economy car.