

# Travel Points of Information

## Overview

### Travel Policy

All travel for AAAS Mass Media Fellows must be pre-approved by AAAS program staff. AAAS will reimburse Fellows for authorized actual travel expenses that are reasonable and necessary for travel to and from the Fellowship Orientation and Wrap-up sessions, and to and from the city in which their host site is located. *Travel expenses incurred while on site are the responsibility of the Fellow.*

AAAS program staff will book economy airfare or train travel for all Fellows. Fellows who elect to drive to their sites are expected to travel the most direct route. Caution and good judgment should be exercised by travelers when incurring business expenses. Fellows are expected to use reasonable transportation that will meet requirements, with due consideration to safety and scheduling.

**AAAS will reimburse all Fellows up to \$1,000 for reasonable total travel expenses (this including the cost of airfare), all of which must be pre-approved by the AAAS Program Director.**

## Tips

- **Excessive meal costs will be denied reimbursement.**
- **Save your boarding passes.** If you use an electronic version of your boarding pass while traveling, you will still need to provide a hard copy of your boarding pass in your reimbursement package. Meaning, please print your boarding pass from the web or email from the airline.
- Always provide itemized, original receipts, this includes all taxi and food receipts.
- **All receipts must display the last 4 digits of your credit card number.** The only time we have run into problems with this is with emailed & printed receipts for things like airline tickets and shuttle vans. Before submitting emailed receipts, please check that your credit card information is included.
- Meals or other costs for traveling companions cannot be expensed

- If a meal is split among Fellows/Interns, each diner should include a copy of the original receipt with their expense report if splitting the cost. (The original receipt should still be submitted by one of your party.) Or, if a Fellow/Intern chooses to pick up the entire check for a group of Fellows/Interns, only they will need to submit the original receipt and a list of the Fellows/Interns in attendance.
- Page 2 “summary travel policy” on the attached travel expense report has some good tips.
- Alcohol — please note that AAAS will not reimburse the cost of alcohol.
- Additional tips:
  - Please do not staple anything.
  - Please only submit single sided documentation.
  - Do not write notes to the Program Director on the expense report itself. Use email or include a note on a separate piece of paper.
- Expense reports must be signed in ink and mailed along with all receipts to the Program Director.

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