Travel Policy

Updated June 2025

Purpose & Scope

The **Federation of American Societies for Experimental Biology (FASEB)** is committed to supporting travel for employees, speakers, and sponsored attendees while ensuring fiscal responsibility and compliance with funding regulations. This policy outlines the procedures and guidelines for **booking, reimbursement, and allowable expenses** related to FASEB-sponsored travel, ensuring that expectations and timing are clear and reimbursement requests can be processed as efficiently as possible. This policy applies to all individuals requesting travel reimbursements from FASEB or affiliated funding sources.

Eligibility for Travel Support

FASEB provides **travel support** for registered individuals in attendance for a minimum of three (3) full days at conferences:

- **Invited Speakers** presenting at FASEB-sponsored events.
- **Grant- or Sponsor-Funded Attendees** whose travel is covered by external funding agreements.
- **Award Recipients** awarded travel fellowships by FASEB or event sponsors.

Please note that any in-kind reimbursements for National Institutes of Health employees who are speaking at a FASEB conference are addressed separately and in compliance with communicated guidelines.

Travel Arrangements & Booking for Eligible Participants

While there are many ways that participants receive reimbursements (from federal grants, corporate or institutional sponsorship money, fellowships, etc.), FASEB encourages all participants to follow guidelines generally set by federal reimbursements. Failure to follow general guidelines can put FASEB at financial risk during audits, which would limit FASEB's ability to accept monies and distribute them in the future. Exceptions to these generally accepted rules should be routed through FASEB and organizers before costs are incurred to evaluate the financial and audit risk for current and future monies.

Many reimbursement packages may only include reimbursements for flights, trains, and/or hotel stays. They may also include registration reimbursement, ground transportation, or meal reimbursement. Please read emails regarding reimbursements carefully to ensure clarity of limitations.

Generally, this involves:

- **Flight or Train Reimbursements**
  - **Booking Method:** Travelers may book flights or trains on their own or request FASEB's preferred travel agency. Organizers should contact their conference manager if they wish to use the travel agency.
  - **Lowest Logical Fare:** Airfare should be booked at the lowest logical economy-class rate. Upgrades are not reimbursable unless pre-approved. Fares for trains should be reserved in coach class.
- **Lodging Guidelines:** Travelers are required to stay at the official conference hotel for ease of attendance, networking opportunities, and financial obligations surrounding the conference. Staying at the conference hotel helps control costs for the conference. Attendees should book their hotel stays via the booking link on their conference's Travel webpage.
- **Ground Transportation:**
  - Use of public transportation, shuttles, or rideshare services (e.g., Uber/Lyft) is preferred. (Please check whether you can include ground transportation in your reimbursements.)
  - Rental cars may be reimbursed with prior approval if deemed necessary.
- **Conference registration fees:** Registration reimbursements are handled through a prearranged code provided before registration or through reimbursement after the conference. Please refer to emails for clarity on which process is used for your conference.

Reimbursable & Non-Reimbursable Expenses

Reimbursable Expenses

Generally, for non-federal grant reimbursements, FASEB will reimburse reasonable and necessary travel expenses, including:

- **Airfare:** economy class or economy-plus where economy is unavailable
- **Hotel Accommodations:** up to FASEB pre-negotiated rates
- **Ground Transportation:** taxis, shuttles, public transit, coach-level bus or train, and ride sharing. These costs are only reimbursable for federal grants.
- **Mileage Reimbursement:** personal vehicle usage is based on the IRS standard mileage rate. These costs are only reimbursable for federal grants.
- **Conference registration fees** (if covered by FASEB or a grant)

Non-Reimbursable Expenses

The following expenses will not be reimbursed unless explicitly pre-approved:

- First-class or business-class airfare

- Hotel upgrades such as minibar charges, in-room entertainment, or personal expenses
- Alcoholic beverages
- Personal travel expenses such as sightseeing, souvenirs, extended stays beyond the event dates
- Meals and incidentals or "M&IE": meals outside of conference-sponsored meals
- Airline change fees

Reimbursement Process

- **Submission Deadline:** Travelers must submit receipts and expense reports within 30 days of trip completion via the link provided after the conference.
- **Required Documentation:**
  - Itemized receipts for all reimbursable expenses
  - Mileage logs (if applicable)
- **Payment Method:**
  - Reimbursements will be processed via **direct deposit or wire transfer only** through FASEB's accounting system, BILL.com. Please look for emails from bill.com addresses to set up your account and claim your reimbursement. Add the email account-services@inform.bill.com to your "safe" list to ensure delivery.

Compliance & Policy Adherence

- All travel expenses must comply with federal grant regulations (if applicable) and corporate sponsor agreements.
- Any non-compliance may result in denied reimbursements or additional review by FASEB's finance department. Sponsoring companies audit many reimbursements to ensure funds are spent as specified in the agreements.
- FASEB reserves the right to modify this policy based on funding constraints or organizational requirements.

Contact Information

For questions regarding this policy or reimbursement procedures, please contact:

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