

REIMBURSEMENT PROCEDURES

Weris, Inc., the logistical contractor for this meeting, will provide reimbursement for travel and authorized expenses directly to ARHQ-sponsored participants.

A completed and signed Expense Reimbursement Form, along with original receipts, should be submitted to Weris within 2 weeks following the last day of the meeting. For questions about reimbursement, please contact Lia Larson at 703-429-1109 or lia.larson@weris-inc.com.

Please complete your reimbursement form immediately following your trip. To ensure prompt payment, provide all the required information. If you do not have a W-9 on file, your Social Security number and signature are required to process your claim. (Note: Your Social Security number is being used for tax-reporting purposes only.) Please do not submit your form to the Government meeting sponsor—this will delay your reimbursement processing.

To ensure correct and prompt payment, please adhere to the following procedures:

AIR/TRAIN

Prepaid air/train fare was provided by Weris's travel agent (The Corporate Traveler Group). If you were preapproved by the Government meeting sponsor through Weris to purchase your ticket via your own travel agency, please enter the amounts in the space provided and attach your invoice/receipt. You will be reimbursed for the cost of a lowest, nonrefundable, coach, roundtrip ticket.

Note: All upgraded tickets will be the responsibility of the traveler.

GROUND TRANSPORTATION

This transportation includes mileage to the local airport at \$0.545/mile, tolls, parking, and taxi/shuttle services. For trips using your own vehicle, include an online map (such as Google Maps) with mileage per trip and tolls. Please include receipts for each taxi/shuttle ride and parking. Ensure that ground transportation receipts show the company's name, phone number, and date of service. Original receipts for these expenses must be included.

Note: Tips are an unallowable expense due to GSA guidelines and are covered under per diem.

HOTEL

Hotel room charges and taxes were prepaid by Weris. In the event that you were billed for your hotel room, please enter the amount in the space provided and attach your hotel invoice/receipt. Weris will reimburse you for room charges and tax charges only up to the Federal Government per-diem rate.

Note: You are responsible for any incidental charges to your room (upgrades, food, beverages, phone calls, etc.).

MEAL AND INCIDENTAL EXPENSE DEDUCTIONS

You will receive a daily standard per diem according to the Federal Government guideline:

First Day of Travel: \$51.75

Full Meeting Day: \$69.00 (per day)

Last Day of Travel: \$51.75 (includes travel immediately following the end of the meeting)

REIMBURSEMENT FORM SUBMISSION

Completed and **signed** expense reimbursement forms must be mailed to the following address within 2 weeks of the meeting's conclusion:

Weris, Inc.

Attn: Lia Larson

21515 Ridgetop Circle, Suite 200

Sterling, VA 20166

Your reimbursement check will be mailed within 7 days upon receipt of a completed, correct, and signed expense reimbursement form.

Note: Electronic submissions will not be accepted. Original receipts must be included.