CGPS | Center for Global Policy Solutions

EXPENSE REPORT (Non-Employee)

Payee Name:		Dates: From To	
Traveler Name:			
Purpose:			
EXPENSES INCURRED*			**AMOUNT**
Economy Air Fare:	From:	To:	$
Railroad Fare:	From:	To:	$
Auto: Miles @ .54	From:	To:	$
Car Rental			$
Parking			$
Tolls			$
Limousines and Taxis			$
Lodging (includes meals, etc., shown on hotel receipt)			$
Gratuities (not included on other receipts)			$
Other Expenses (SPECIFY)			$
**Attach original receipts and itemize on this form.*	**TOTAL EXPENSES**		$

FOR INTERNAL USE ONLY:

Checked _____

Approved _____

Account _____

Amount _____

PAID

Date _____

Ck. No._____

By signing this report, the traveler attests that the expenses listed are Center for Global Policy Solutions business-related travel expenses and eligible for reimbursement under the Foundation guidelines listed on the next page.

Traveler's Signature:_____

Date: _____

Payee's SSN# or EIN # _____

Payee Address:

_____

_____

_____

Email Expense Report and Copy of Attachments To:

cgpsbills@bill.com

OR

Mail Expense Report And Attachments To:

Center for Global Policy Solutions
Attention: Accounts
1300 L St NW Suite 975
Washington, DC 20005

Telephone: 202-265-5111

Please complete appropriate fields, print, sign, and mail to the address shown.

GUIDELINES ON NEXT PAGE

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EXPENSE REIMBURSEMENT GUIDELINES

The following is intended as a guide to non-employees in submitting expenses for reimbursement to Center for Global Policy Solutions.

1. The Center for Global Policy Solutions encourages travelers to use moderately priced hotels.
2. The Center for Global Policy Solutions will reimburse for economy travel only.
3. When the Center for Global Policy Solutions has made a guaranteed hotel reservation for a non-employee, it is the traveler's responsibility to notify the contact at the Center for Global Policy Solutions, the assigned travel agent, or the hotel directly if it is necessary to cancel the reservation.
4. The Center for Global Policy Solutions will not reimburse expenses of a personal nature. Costs of Internet connectivity up to $25 will be reimbursed.
5. Government regulations require that we have Social Security numbers, or EIN's for all payees. Please be sure this is completed on the expense report form in the space provided.
6. Expenses should be itemized and original receipts and tickets attached.
7. Each receipt should be itemized and labeled with the type of expense and cost.
8. All receipts must be itemized to include each item purchased.
9. The Center for Global Policy Solutions will not support charges for alcoholic beverages.
10. Only out-of-pocket expenses will be reimbursed (i.e. value of frequent flyer coupons will not be paid).
11. The cost of checking the first piece of baggage will be supported by the Center for Global Policy Solutions but additional bags are the traveler's responsibility unless a lengthy stay requires it.
12. Meals that are provided during the business event will not be reimbursed. The maximum limit for meals is $60 and the daily maximum meal allowance is $100, including tax and gratuity.
13. Mileage is reimbursable at $.56 per mile for business related travel when your personal vehicle is used. Please provide a detail of the miles driven from a site such as MapQuest for verification.

All expenses should be submitted within 15 days of the event for which expenses were incurred. Expense reports should be emailed to: cgpsbill@bill.com

Or mailed to:

Center for Global Policy Solutions
Attention: Accounts Payable
1300 L St NW Suite 975
Washington, DC 20005