



CAHON Faculty Reimbursement Form

Meeting Name: _____

Meeting Date: _____

Name of Recipient (check payable to): _____

Recipient Email: _____

Reimbursement should be sent to the following address:

Expenses

Date							TOTAL
Lodging							
Meals							
Tips							
Ground Transportation							
Air transportation							
Other							
TOTAL							

*Original receipts are required

☐ I wish to decline this travel reimbursement as a donation back to CAHON

☐ General Fund (notes: _____)

☐ Young Investigator Award Fund (notes: _____)

☐ Reginal Fund (notes: _____)

For staff use only

Expense Code: _____

Staff: _____

I certify that the above are actual costs incurred by me, for my use, related to the outlined approved travel.

Signature: _____ Date: _____



CAHON Faculty Travel Reimbursement Policy

- Lodging – Up to the length of the conference at the conference hotel. Room and tax at single room conference rate.
- Travel – Coach/economy only. Booked at least 14 days in advance. Up to \$700 round trip for domestic. Up to \$1,800 round trip for international.
- Ground transportation – Necessary travel to and from the course site only. Mileage will be reimbursed using the IRS rate.
- Meal Reimbursement– For participant only if the event or the event-associated CAHON business meeting doesn't provide the meals. Original receipts required and must be during dates specifically related to the program. Not to exceed \$50 per day.
- CAHON will not pay for early departure fees, movie rental at hotel, meals for individuals other than invited faculty who are scheduled to receive reimbursement, transportation ticket change or cancellation fees, limousine service, town car service or rental car service, etc.
- Expenses beyond those that are outlined or that are related to special circumstances must be provided to the Executive Office in writing. Such requests will be reviewed by the CAHON President on a case by case basis.
- Reimbursement requests must be received no later than 90 days following the end of the meeting.
- CAHON requires original receipts for all reimbursements and must be kept for IRS auditing. CAHON reserves the right to withhold reimbursements without receipts.
- Please retain a copy of this form and receipts for your files.