****

**Guidelines for Travel Expense Reimbursement**

For *Non-Israeli* Participants in BARD Panel Meetings

These are the details for calculating travel expenses for participants in meetings that are reimbursed by BARD:

* Air fare (coach) – with receipts + e-ticket
* Hotel – with receipts (when not paid by BARD)
* Ground transportation (train, taxi, bus, parking, etc.) – with receipts
* Personal car expenses–mileage according to USDA rates (from January 1, 2019: $0.58/mile)
* Per Diem- global M&IE (meals and incidentals) rates as shown in GSA publication (www.gsa.gov) of the specific city where a meeting takes place:
* 100% M&IE for a day that BARD does not cover all three meals.
* 15% M&IE for a day that BARD covers all three meals.

No need to submit meal receipts.

Number of days covered by BARD:

* Local travel – BARD will cover up to one day before and one day after the day(s) of the meeting.
* Overseas travel – BARD will cover up to two days before and two days after the day(s) of the meeting.
* Additional days may be approved based on the following considerations: type of the meeting, distance, extent of involvement of the individual in the particular meeting, limitation of travel days due to holidays, etc.

USDA employees

Meeting participants who are USDA employees must follow the USDA regulations for travel. BARD is a non-profit organization and is not an agency of the US government. BARD is not allowed to reimburse an employee of the USDA directly for any expenses. BARD will provide an invitation letter. Upon receipt of the invitation letter, you must receive prior approval of your trip from the proper authorities in the USDA. Your travel arrangements must be made **beforehand** through the USDA. The USDA will request a reimbursement from BARD.

Participants who are not USDA employees

Attached please find a reimbursement request form**.** The completed signed form ,e-ticket and scanned receipts should be sent electronically to[miriam@bard-isus.com](mailto:miriam@bard-isus.com)

The originals do not need to be sent by post.

We recommend that you keep a copy of the documentation until you receive payment from BARD.

Thank you all for your time and effort.

Miriam Green, C.P.A. (Isr.)

Controller

Tel: +972-3-9683594

P.O. Box 15159

Rishon LeZion 7505101

Israel

 **Reimbursement Form** *for non-Israeli participants*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exp. Acct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Internal use only)

**Please pay the following to:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address for sending check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In payment of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | **#** | **Rate** | **US$** |
| Air fare – attach receipt & itinerary |  |  |  |
| Hotel – attach receipt if not paid directly by BARD |  |  |  |
| Ground transportation – attach receipts (taxis, train, bus, parking) |  |  |  |
| Per Diem\*\* |  | $66 |  |
| Personal car use (mileage to/from airport) \* |  | $0.575 |  |
| Other |  |  |  |
| **Total amount for payment** | | |  |

Signature of Payee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* For updated rates: <http://www.gsa.gov/portal/content/100715>

\*\* For travel in the US: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=MD&fiscal_year=2019&zip=&city=linthicum%20heights>