



Travel Guidelines

TSAE will reimburse the following travel related expenses: travel (air and ground), lodging and meal expenses (for meals not provided at the event). TSAE will need an itemized expense report with receipts 14 days following the event.

If the presenter needs to make arrangements for air travel, those arrangements should be made by the presenter. For reimbursement of travel expenses, presenters will follow the following guidelines:

Airfare

Travelers will be reimbursed for a round trip, lowest fare coach class airfare with a minimum 30 day-advanced purchase.

Ground Transportation

Necessary shuttle or taxi fares, such as those between your home/office to airport will be reimbursed. Airport parking for up to 2 days may also be requested. Car transportation from airport to the hotel will be arranged by TSAE.

Hotel

Presenters facilitating in the morning will be provided with hotel accommodations the night before to safeguard from any travel delays, etc. TSAE will make reservations and pay directly for hotel accommodations.

Meals and Baggage

Meals purchased during travel are reimbursed up to a maximum daily rate \$65. Receipts must be sent to TSAE. Presenters are also encouraged to attend all TSAE parties, luncheons and dinner events at no additional cost. TSAE will reimburse for one checked bag up to a maximum of \$50.

Alcohol

No alcohol expenses will be reimbursed and should not be included in your itemized meal receipts.