

**FOCIS Travel Award Reimbursement Policy**

- Electronic vouchers and scanned receipts are acceptable.
- All receipts submitted *must* be itemized.
- Expenses are reimbursable only for the intended individual or institution.
- Only one reimbursement may be claimed per person per meeting.
- FOCIS reimburses coach-class travel booked at least 14 days in advance.
- Lodging is only reimbursable for stay(s) at headquarter hotel.
- If a receipt states expenses for more than one person, the individual must indicate his or her portion of the bill.
- Daily meal costs may not exceed \$74.00 per the current U.S. General Services Administration per diem rates.
- Poster printing and registration are not reimbursable expenses.

Reimbursement via (select one):  check  wire (\$40 fee applies, see section below)

Reimbursement payable to (select one):  you  your organization: \_\_\_\_\_

Name: John Smith

Mailing Address: 123 N. Example Street

City: Menomonee Falls State/Province: WI Zip/Postal Code: 53051

Country: USA Telephone: 414-359-1676 Email: john@company.com

DATE (MM/DD)	DESCRIPTION	COMMENTS	AMOUNT	CURRENCY	Exchange Rate (Office Use Only)	AMOUNT IN USD (Office Use Only)
06/19/2022	Lodging	Hotel	1,532.76	USD		\$ 0.00
06/19/2022	Air Transportation	Flight	1,158.60	USD		\$ 0.00
06/19/2022	Ground Transportation	Uber from Hotel	47.34	USD		\$ 0.00
06/23/2022	Meals	6/23 Meals	31.98	USD		\$ 0.00
	-Select-					\$ 0.00
	-Select-					\$ 0.00
	-Select-					\$ 0.00
	-Select-					\$ 0.00
Total			2,770.68	Total in USD		\$ 0.00

Please only complete this section to receive reimbursement via wire transfer. Note: A \$40 bank fee will be assessed.

Bank Account # \_\_\_\_\_ Swift code \_\_\_\_\_

Name on Account \_\_\_\_\_ IBAN \_\_\_\_\_

Bank Name \_\_\_\_\_ Bank Address \_\_\_\_\_

Please retain a copy of this form and copies of all receipts for your files.

# EXAMPLE REIMBURSEMENT FORM

- Review Travel Award Reimbursement Policy (gray box) before completing the form
- Be sure all contact information completed
  - Checks can be sent directly to organizations or individuals
- Expenses can be grouped
  - i.e. Meals for all one day rather than each meal separately
- Do not enter exchange rates or final amounts in USD - these will be completed by the FOCIS office
- Please only complete the wire information section if receiving your reimbursement via wire transfer

*Note - Reimbursement awards are distributed in variable amounts and may not always be equal to the total dollar value submitted. If you are unsure your travel award amount, please contact [info@focisnet.org](mailto:info@focisnet.org).*



SAN FRANCISCO MARRIOTT MARQUIS

GUEST FOLIO

1234	SMITH, JOHN	329.00	06/25/22	11:00	1234	56789
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
QG	FEDERATION OF CLINICAL		06/21/22	13:00		
TYPE	IMMUNOLOGY SOCIETIES		ARRIVE	TIME		
1234						
ROOM	ADDRESS	PAYMENT			MBV#:	XXXXX2340
CLERK						

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
06/21	ROOM	4011, 1		329.00
06/21	ROOM TAX	4011, 1		46.06
06/21	CA TRSM	4011, 1		.73
06/21	SF TRSM	4011, 1		7.40
06/22	ROOM	4011, 1		329.00
06/22	ROOM TAX	4011, 1		46.06
06/22	CA TRSM	4011, 1		.73
06/22	SF TRSM	4011, 1		7.40
06/23	ROOM	4011, 1		329.00
06/23	ROOM TAX	4011, 1		46.06
06/23	CA TRSM	4011, 1		.73
06/23	SF TRSM	4011, 1		7.40
06/24	ROOM	4011, 1		329.00
06/24	ROOM TAX	4011, 1		46.06
06/24	CA TRSM	4011, 1		.73
06/24	SF TRSM	4011, 1		7.40
06/25	VS CARD			
				\$1532.76

TO BE SETTLED TO: VISA CURRENT BALANCE .00

THANK YOU FOR CHOOSING MARRIOTT! FOR BILLING QUESTIONS PLEASE CONTACT MARRIOTT BUSINESS SERVICES AT 866.435.7627 OR EMAIL MBS.FOLIO@MARRIOTT.COM

See our "Privacy & Cookie Statement" on Marriott.com

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See members.marriott.com for new Marriott Bonvoy benefits.



SAN FRANCISCO MARRIOTT MARQUIS  
780 MISSION STREET  
SAN FRANCISCO CA 94103

Treat yourself to the comfort of Marriott Hotels in your home. Visit ShopMarriott.com.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

# Hotel Expenses

- Expenses only reimbursable for stays at the FOCIS Annual Meeting Headquarter Hotel
- An itemized receipt showing the following is required:
  - Hotel Name
  - Date(s) of stay
  - Room charges
  - Total charge
  - Payment information





Date of Purchase: Apr 07, 2022

## Flight Receipt for New York-Kennedy, NY to San Francisco, CA

### PASSENGER INFORMATION

JOHN SMITH  
SkyMiles Number:

Confirmation Number:  
Ticket Number: 006215

### FLIGHT INFORMATION

Date and Flight	Status	Class	Seat/Cabin
JFK>SFO Mon 20Jun2022 DL 311	FLWN	I	

### DETAILED CHARGES

#### Air Transportation Charges

Base Fare: \$1,064.19 USD

#### Taxes, Fees & Charges:

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$5.60	USD
United States - Transportation Tax (US)	\$79.81	USD
United States - Passenger Facility Charge (XF)	\$4.50	USD
United States - Flight Segment Tax (ZP)	\$4.50	USD

**Total Price:** \$1,158.60 USD

#### Credit Information

Total Ticket Price Difference: USD-102.75 USD

Service Charge: USD0.00 USD

**Amount Credited:** USD-102.75 USD

Applied ECredit (12345678910) \$1,158.60

### KEY OF TERMS

# - Arrival date different than departure date

\*\* - Check-in required

\*\*\*- Multiple meals

F - Food available for purchase

L - Lunch

LV - Departs

# Air Transportation Expenses

- FOCIS only reimburses coach-class travel
- Air transportation must be booked at least 14 days in advance
- An itemized receipt showing the following is required:
  - Airline Name
  - Date(s) of flights
  - Departing and arriving airport
  - Total charge
  - Payment information

Thanks for tipping, John

We hope you enjoyed your ride this afternoon.

Total \$47.34

Trip Fare \$28.73

Subtotal \$28.73

Marketplace Fee \$6.57

San Francisco City Tax \$0.59

Temporary Fuel Surcharge \$0.55

CA Driver Benefits \$0.30

Tolls, Surcharges, and Fees \$5.60

Tip \$5.00

#### Payments

 Visa \*\*\*\*1234 \$47.34  
6/21/22 7:07 PM

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Aghlab

UberX 14.23 miles | 22 min

6:35 PM | 480 Sutter St, San Francisco, CA 94108, US

6:57 PM | Terminal 3, San Francisco International Airport (SFO), San Francisco, CA 94128, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

# Ground Transportation Expenses

- For rideshare or other transportation expenses, receipts must include:
  - Type of vehicle taken ( UberX, black car, etc.)
  - Starting and ending destinations
    - A map showing the route taken is acceptable
  - Total fare cost
- For mileage expenses in a personal vehicle:
  - Mileage will be reimbursed at the government rate
  - A map of mileage must be included
  - Either mileage or gas receipts may be used, but not both
- For mileage expenses in a rented vehicle, rental fees and gas receipts may be submitted
  - Mileage cannot be submitted as well

# Meal Expenses

**Poke Origin**  
 716 IRVING ST  
 SAN FRANCISCO, CA 94112  
 4157026328  
 http://www.thepokeorigin.com

23-Jun-2022 9:08:20P  
 Transaction 444131

1 Large Bowl	\$16.49
Avocado	\$1.25
1 Large Bowl	\$16.49
<b>Subtotal</b>	<b>\$34.23</b>
San Francisco 8.625%	\$2.95
<b>Total</b>	<b>\$37.18</b>
<b>Tip</b>	<b>\$5.58</b>
CREDIT CARD AUTH MASTERCARD 1262	\$42.76

23-Jun-2022 9:08:27P  
 \$42.76 | Method: SWIPED  
 MASTERCARD XXXXXXXXXXXXX  
 JOHN SMITH  
 Reference ID: 217500744270 | Auth ID:  
 02350S  
 MID: \*\*\*\*\*1886  
 AthNtwkNm: MASTERCARD  
 SIGNATURE VERIFIED

.....  
 How are we doing?  
 Text "vbc dhg" to 73752  
 to send us your feedback  
 .....

\*\*\*\*\* Your Fortune Quote is : \*\*\*\*\*  
 \*\*\*  
 If your desires are not extravagant, they will  
 be rewarded.

## TRADER JOE'S

10 Fourth Street  
 San Francisco, CA 94103  
 Store #0225 - 415-536-7801  
 OPEN 8:00AM TO 9:00PM DAILY

SALE TRANSACTION

TARRAGON CHICKEN SALAD W	\$4.99
ALKALINE + ELECTROLYTES	\$0.67
Bottle Deposit	\$0.05
Total Bottle Deposit	\$0.05
Items in Transaction:2	
Balance to pay	\$5.71
MasterCard	\$5.71

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PAYMENT CARD PURCHASE TRANSACTION  
 CUSTOMER COPY

MASTERCARD *****	
Type: CONTACTLESS	Auth Code: 02322S
MID: *****27013	TID: ****6000
TOTAL PURCHASE	\$5.71

No Cardholder Verification  
 Please retain for your records

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M. Samson  
 STORE TILL TRANS. DATE  
 0225 4 202568 06-23-22 13:35

THANK YOU FOR SHOPPING AT  
 TRADER JOE'S  
 www.traderjoes.com

- Itemized receipts for all meal expenses must be included
  - This may require two receipts - one showing itemized bill and another showing payment
- If a receipt is for multiple people, individual expenses must be noted
  - Only indicated expenses will be reimbursed
- An itemized receipt showing the following is required:
  - Merchant name
  - Date of purchase
  - Itemized list of purchases
  - Total charge
  - Payment information