



Society of Toxicology

Expense Reimbursement Policy

(as of January 1, 2025)

Persons traveling on authorized and necessary Society business are entitled to reimbursement of related expenses. An Expense Reimbursement Request Form is to be submitted for reporting expenses to be reimbursed by Society funds.

The following guidelines are applicable to Society of Toxicology travel:

1. The SOT policy pays for least-cost coach airfare when flying on Society business. If you want to upgrade the class of ticket, you may do so, but must pay the difference. If you want to fly another airline on which you get frequent flyer miles, SOT allows this if the ticket is within approximately 5% of the least-cost fare. If you want to add a stopover, SOT pays for the cost of the direct travel and you pay the difference. SOT allows you to reject a ticket in favor of a non-stop flight, a more convenient airport, or the need for a particular departure/arrival time. SOT asks you to book your flights well in advance to get the lowest airfare. If there are any changes which are unrelated to SOT business made to the ticket after it is booked, you will be responsible for the change fee and the fare difference.
2. Ground transportation costs (taxis, shuttles, etc.) are reimbursed. Car rental is applicable only if public transportation is unavailable. Pre-approval for car rental is required.
3. Personal mileage on privately-owned cars will be reimbursed at the rate of \$0.70.
4. For individuals receiving travel support for an SOT activity, guest rooms arranged by SOT at an assigned hotel are charged to the SOT primary account. No out-of-pocket payment will be needed unless there are charges on the bill beyond the room rate and tax. If these additional charges, such as food, parking, or internet, are eligible for reimbursement, they should be submitted using the reimbursement form and accompanied by the hotel bill. Personal entertainment and incidentals, such as a movie, are not reimbursable.
5. SOT will reimburse actual meals and out-of-pocket expenses of up to \$50 per day (excluding ground transportation).
6. Receipts are required for any expense in excess of \$25.
7. Forms, along with required receipts, should be submitted to the SOT Office within two weeks of the date the expenses are incurred or, for travel, within two weeks of completion of the trip.

PLEASE RETURN COMPLETED FORM AND RECEIPTS TO:

Society of Toxicology | 11190 Sunrise Valley Drive, Suite 300 | Reston, VA | 20191
Tel: 703.438.3115 | Fax: 703.438.3113 | Email: sothq@toxicology.org

Society of Toxicology

Expenses Reimbursement Request

Period Covered: From: _____ 20_____
 _____ To: _____ 20_____

Travel Authorized By: _____

Name: _____

Organization: _____

Address: _____

City: _____

State: _____ Zip: _____

Tel: (_____) _____

| PURPOSE OF EXPENSE (Activity, Committee, Etc.) | ROUTE COVERED | | | MODE OF TRAVEL* |
|---|---------------|------|----|-----------------|
| | Date | From | To | |
| | | | | |
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| | | | | |

| DATE | TRAVEL | LODGING | MEALS | | | MISCELLANEOUS | | | TOTALS |
|--------------|--------|---------|-------|-------|--------|---------------|-----|------|--------|
| | | | BREAK | LUNCH | DINNER | CAB | TEL | TIPS | |
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| Total | | | | | | | | | |

| DATE | | AMOUNT |
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| ACCOUNTING | |
|-------------------------------|----------------|
| CHARGE \$ | TO LINE ITEM |
| CHARGE \$ | TO LINE ITEM |
| CHARGE \$ | TO LINE ITEM |
| CHARGE \$ | TO LINE ITEM |
| EXTENSIONS AND TOTALS CHECKED | POLICY CHECKED |
| INITIALS | INITIALS |

| REIMBURSEMENT SUMMARY | |
|---------------------------------------|----------|
| TOTAL EXPENSES | |
| LESS: ITEMS PAID BY OR CHARGED TO SOT | () |
| REIMBURSEMENT DUE | |

I hereby certify that the above expenses were incurred by me in connection with travel on SOT business and that I have not been, nor do I expect to be, reimbursed from another source for any portion of the net amount claimed from SOT.

SIGNED: _____ DATE: _____ APPROVED: _____ DATE: _____

**If personal car, indicate mileage, reimbursed at \$ 0.70*