

Westover Consultants / Reimbursement will be paid by RSIS, Inc.
Expense Form Instructions

1. Fill in your name, address, and phone number at the top of the form.
2. Fill out the dates you were on travel for this meeting in the grid section.
3. Record your airline, lodging, and ground travel costs and attach original receipts to a separate piece of paper.
4. Receipts are required for airline travel if you are claiming reimbursement or if you received a paper ticket from our travel agency (Premiere Travel.) If you booked an electronic ticket through Premiere, they will send the receipt directly to Westover and you do not need to attach a receipt. **If you purchased your own electronic ticket, please make sure that the receipt is an actual invoice which includes form of payment, not just your itinerary.**
5. **Hotel receipts** should be collected even if your room is being direct billed to Westover. If possible, please request your hotel bill showing the room and tax charges when you check-out. **If you paid your own hotel costs, please submit the original receipt for reimbursement.**
6. Claim your meal per diem as listed on your expense form. You may claim 75% for your first/last day of travel and the full amount for the days in between. Receipts are not required for meals.
7. You may claim your mileage to/from your home to the airport at 36.5 cents a mile. You may also claim taxi, shuttle or rental car between the airport and the hotel. You should attach receipts for all ground travel, particularly if the total is over \$75.00. **Please make sure taxi receipts have the taxi company name and phone number.**
8. Add your total expenses and sign & date under traveler signature. Please include your social security number.
9. Mail the form & receipts (attached to a separate paper) to the above address to the attention of Laura Madachy.
10. You will receive a check within 30-45 days of Westover receiving your completed expense report. **Your reimbursement check will be sent from RSIS** (our prime contractor). The check stub will include the last date of the meeting to which you traveled for this reimbursement.

International Travelers: Please attach your conversion receipt which can also be accessed at:
<http://www.oanda.com/convert/classic>

Questions?
spowell@westover-gb.com or 800-634-6326, ex. 112