

Travel Guidelines

If you are traveling from more than 50 miles away to attend your APL interview, we are pleased to reimburse the costs associated with your trip. Please review the travel reimbursement guidelines below as you prepare for your visit. **After your visit, complete the form on the following page to request reimbursement.**

Transportation and Lodging

APL can book and pre-pay for a hotel, rental car, flight or train ticket on your behalf, at no out-of-pocket cost to you. We will cover the transportation and lodging necessary to accommodate your scheduled visit to APL. If you wish to extend your trip for personal reasons, you will be responsible for additional travel costs.

Driving to APL

If you wish to drive your personal vehicle in lieu of a flying or renting a car, APL will reimburse you for mileage. Mileage reimbursement is calculated using the U.S. Government [per diem rate](#) of \$0.575 per mile and your total roundtrip distance in miles. Mileage reimbursement should not exceed the equivalent cost of air/rail fare.

To receive reimbursement from APL, you must submit a [Google Maps](#) screenshot with the point of departure (e.g. your home address), ending location (APL campus or your hotel), and the trip distance in miles.

Travel Costs *itemized receipts required*

APL will reimburse many of the incidental expenses you incur while traveling. An itemized receipt must be submitted for each expense. Reimbursable travel expenses include:

- Transportation between your home and the airport (e.g. public transit, taxi, Uber/Lyft or rideshare)
- Transportation between the airport, your hotel, and APL's campus (e.g. public transit, taxi, airport shuttle, Uber/Lyft or rideshare)
- Parking and tolls
- Gas for rental car
- Luggage fees (we will cover up to one checked bag)

Itemized Receipts

An itemized receipt lists out exactly what was purchased, instead of just the total amount paid. With the exception of meal purchases, APL may accept other types of documentation, including screenshots, ticket stubs, or bank statements in lieu of itemized receipts.

Meals *itemized receipts required*

APL will reimburse you for meals you purchase while traveling, depending on the length of your visit to APL and your arrival/departure times. Maximum reimbursement is calculated using the U.S. Government [per diem meal rates](#) in the Laurel, MD area: up to \$16.00 for breakfast, up to \$17.00 for lunch, and up to \$28.00 for dinner. An itemized receipt must be submitted for each expense.

Expenses APL Cannot Reimburse

There are some travel expenses APL is not able to reimburse. Non-reimbursable expenses include:

- Tips/gratuities
- Alcohol
- Extraneous hotel charges or add-ons, including room service and entertainment purchases
- Expenses for anyone other than you, the APL visitor

Travel Reimbursement Form

After your visit to APL, please complete this form. Send your completed form to Cindy Lathe (Cindy.Lathe@jhuapl.edu, 240-228-5843) and attach all corresponding receipts. To submit paper receipts, you can scan or take a picture.

Contact Information

Name:

Interview date(s):

*Social Security Number:

Home/departure address:

Travel Expense Reimbursements

	Description (e.g. airport parking, Lyft to hotel)	Cost	Date	Itemized receipt attached?
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Total roundtrip mileage, if applicable:

Be sure to attach your map screenshot

Meal Reimbursements

	Description and meal type (e.g. breakfast)	Cost	Date	Itemized receipt attached?
1.				
2.				
3.				
4.				
5.				
6.				

Signature:

Today's Date:

*SSN is required by the IRS. If you wish to password protect this form or give your SSN over the phone, contact Cindy.