



AMERICAN ACADEMY OF FAMILY PHYSICIANS

F O U N D A T I O N

REIMBURSEMENT POLICY

As a Fellow in the History of Family Medicine, you will be reimbursed for your air fare or car mileage by the most direct route to the Center for the History of Family Medicine (CHFM) for the purpose of conducting research on your research project.

Travel expenses incurred by you must be paid by you at the time they occur and will be reimbursed by the Foundation up to a total maximum amount of \$1,500. Attached is an expense voucher for these expenses. You should complete this voucher and return it to the CHFM Manager at the end of your research visit or by mail within 30 days of the conclusion of the visit.

Below is fiscal policy governing reimbursement:

1. Transportation will be paid only in relation to travel to and from the Center.
2. In case of air transportation, you will be reimbursed for expenses incurred for traveling from and to your home by the shortest or most expedient route. You will be reimbursed for actual expenses up to Full Coach (Y) airfare only with appropriate documentation. Please note that carriers will usually provide different coach class fares for the same route. Where possible, you should book the lowest discounted coach airfares.
3. In the event you drive your own car, you will be reimbursed at the current IRS guidelines which can be obtained from staff. In addition, limousine or taxi fare to and from the airport may be reimbursed as well as parking. Carey Limousine is the Foundation's ground transportation of choice: 816-471-1234 or 800-808-1131.
4. Hotel expenses are permissible as included reimbursable expenses. Additional charges incurred for room upgrades will be at your expense. NOTE: You should be aware that long distance rates from hotel phones are extremely expensive. If you do not have a cell phone available, a telephone card can be provided for your use with advance notice.
5. The Foundation will not reimburse fellows for time away from their workplace, nor for sundries such as newspapers, books, over-the-counter remedies, toiletries, and in-room movies.

