



## 2016 ASC EMPLOYEE TRAVEL EXPENSE REPORT

**Employee Travel Expenses must be submitted for reimbursement within 90 days of travel.**

American Steamship

Employee Name	PIN #	Position	Dates of Travel
Street Address (where your check will be mailed)	Apt #	Vessel	Port

City	State	Zip	<b>Reason for Travel:</b> <input type="checkbox"/> Fitout / Layout <input type="checkbox"/> Begin Tour <input type="checkbox"/> Completed Tour <input type="checkbox"/> Medical Leave <input type="checkbox"/> Training <input type="checkbox"/> Vacation <input type="checkbox"/> Other _____
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<input type="checkbox"/> <b>Griffin Airfare</b>  <input type="checkbox"/> <b>Self-booked</b>	From:	<i>Airfare must be booked by and direct billed by ATPI Griffin to ASC. Employees booking unapproved travel will be subject to termination. All exceptions must be pre-approved. Officers and Liberty employees may book and pay their own airfare but must provide proof of competitive pricing for self-paid airfare travel.</i>	Leave blank for ATPI Griffin Travel fares \$
	To:		

<b>Baggage Fees</b>	*Not to exceed \$100 per trip. To request an exception, provide an explanation in remarks section at the bottom of this page.	\$
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<b>Dates of travel: (MM/DD)</b>	/	/	/	/	<b>TOTAL</b>
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<b>Own Auto One-Way</b> <i>Actual Miles Driven</i>	From:					
	To:	<b>Miles</b>	<b>Miles</b>	<b>Miles</b>	<b>Miles</b>	<b>@ \$0.54 PER MILE = \$</b>

<b>Tolls</b>	\$	\$	\$	\$	\$
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<b>Rental Car</b> <small>*Use company rates with the following codes &amp; decline LDW or LIS coverage: <b>Enterprise – XZ15082</b> <b>Hertz – 028800</b> <b>National – XZ15082</b></small>	From:					
	To:	\$	\$	\$	\$	\$
<b>Additional Passengers:</b>						
	<b>Rental Car Gas</b>	\$	\$	\$	\$	\$

<b>Taxi:</b> Taxi expenses of \$300 or more must be pre-approved by the Captain or HR. Please note the approver in Remarks	From:					
	To:	\$	\$	\$	\$	\$

<b>Personal Ride (One-Way)</b> <small>A signed &amp; dated receipt must be submitted with driver's name, address, &amp; phone #</small>	From:					
	To:	<b>Miles</b>	<b>Miles</b>	<b>Miles</b>	<b>Miles</b>	<b>@ \$1.08 PER MILE = \$</b>

<b>Mailboat</b>	\$	\$	\$	\$	\$
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<b>Dates of travel: (MM/DD)</b>	/	/	/	/	<b>TOTAL</b>
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<b>Hotel</b>	*Please use company contracted rate hotels whenever possible.	\$	\$	\$	\$	\$
<small>SIU Members: Use liquidated sum of \$100 when staying in a hotel to cover both lodging and meals. AMO/Liberty Employees: *Any lodging over \$125 per night is subject to review and may not be approved.</small>						

<b>Meals</b>	Receipts including alcoholic beverages will be rejected and <u>will not be paid.</u>	\$	\$	\$	\$	\$
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SIU Members: Meals not to exceed \$32/day and when liquidated sum is used, meals in this section will not be reimbursed.  
All Other Employees: Meals not to exceed \$40/day – no exceptions.

<b>Employee Signature:</b>	<b>Approved by (Name &amp; Title):</b>	<b>Total \$</b>
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<b>Remarks:</b> <b>Or Training Course:</b>	Employee must initial here if paid on vessel:
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**All employees must provide legible copies of dated receipts for any of the expenses listed above in order to be reimbursed.**

Mail this form, along with copies of receipts, to: American Steamship Company, Attn: Travel, 500 Essjay Rd, Williamsville, NY 14221  
For faster processing, send this form with scanned receipts to [Christal.McDowell@gatx.com](mailto:Christal.McDowell@gatx.com) or fax to (716) 635-1357

# 2016 ASC Travel Reimbursement Guidelines Summary

## TIME SENSITIVITY

All Travel reimbursement requests must be submitted within 90 days or will not be reimbursable.

## Receipts

Unless otherwise noted below, reimbursements will be paid only upon submission of original dated receipts for cash reimbursements or legible copies of dated receipts for check reimbursements issued from the office. A credit card statement may replace a lost receipt. Otherwise, no receipt means no reimbursement, no exceptions.

## Travel Reasons

Travel to or from a Company Vessel, pre-approved training courses, Company meetings and other Company Business. Terminated or resigning employees may be denied travel reimbursement at ASC's discretion. ASC does not reimburse travel expenses for personal leaves, missed ship when not the fault of the company, or emergency leaves, except as noted in union contracts or Liberty policy.

## Airfare, SIU

All SIU employee airfare will be direct billed by ATP/ Griffin Americas to ASC. Only business travel booked through Griffin Americas may be direct billed. Anyone who uses Griffin Americas to direct bill non-business or unapproved travel will be subject to termination.

## Airfare, Others

On a trial basis, Officers and Liberty employees may book and pay for their own airfare upon submission of proof of reasonable comparison fares. When in doubt about a reasonable fare, ask your dispatcher.

## Baggage

Baggage fees in excess of \$100.00 per trip will NOT be reimbursed. Receipts valued at over \$100.00 will be reimbursed at the maximum of \$100.00. Requests for exceptions to this policy must be stated clearly in the remarks section to be reviewed on a case-by-case basis by the office and may be declined by the company.

## Mileage

Mileage for driving personal cars one way is reimbursed at the IRS current year mileage rate, currently \$.54 per mile, which includes the cost of fuel and car maintenance. Travel over 300 miles requires proof of travel such as gas receipts, toll receipts or hotel receipts. When mileage is paid, gas is not reimbursable.

## Rental Car

Receipts must show final amount charged for rental.

## Tolls

Tolls are reimbursable when using a rental car or a personal car when traveling for business or a vessel.

## Rental Car

Gasoline costs will only be reimbursed when used in a rental car.

## Parking

Parking fees may be reimbursed for Company business meetings only, not for traveling to or from a vessel. Parking fees may not exceed 7 days.

## Taxi

Receipts must show total amount charged. Taxi costs in excess of \$300.00 are considered extraordinary and will be paid only if prior approval was obtained by the Captain or someone from the ASC office and is documented on the travel reimbursement form. Taxi receipts must be on taxi company card or metered receipt.

## Personal Rides

ASC will reimburse drivers at twice the IRS mileage rate of \$.54 for one way travel to cover the portion of a driver's trip without a passenger, for a total of \$1.08 per mile. Employees receiving a personal ride to/from the vessel must obtain a handwritten (or typed) receipt from the driver that includes the following information: actual miles driven one-way to transport the employee, the driver's name, address, and phone number. Reasonable meal costs for the driver may be reimbursed for rides of more than 400 total miles.

## Death in Family

See your contract for Death in the Family payment policy. Death certificate or other verification must be submitted. Call the office with any questions.

## Hotels and Meals

**SIU Members** When staying in a hotel, write \$100.00 on the HOTEL line of the reimbursement form and include the actual dated receipt for your stay (even if the cost is less than \$100) to receive a liquidated sum of \$100.00. This sum is intended to cover both your hotel costs and meals, therefore no additional reimbursements will be paid for any meals submitted when a hotel reimbursement is requested. When a hotel stay is not required, ASC will reimburse fair and reasonable meal expenses up to a maximum of \$32 a day upon submission of dated receipts.

## Hotel and Meals

**All Other Employees** Reasonable hotel expenses of up to \$125.00 per night, or the standard rate for the area, will be reimbursed upon submission of actual dated receipts. We will reimburse for room fees and associated taxes only. Meals must be submitted separately and costs associated with other amenities will not be reimbursed. ASC will reimburse employees for meal costs up to \$40 per day upon submission of actual dated receipts. Note: Under no circumstances will ASC reimburse any employees for meals including charges for alcoholic beverages.