



AMERICAN STEAMSHIP COMPANY
 AND ITS WHOLLY OWNED SUBSIDIARIES
EMPLOYEE TRAVEL EXPENSE REPORT

Employee Name: _____
 First Name _____ Last Name _____

Address: _____
 (Where to send check) Street Address _____ Apt # _____

City _____ State _____ Zip Code _____

Travel Date: _____ Vessel Name: _____ Position: _____

From: _____ To: _____
 City State City State

Purpose of Trip: Fitout Layup Relief Family Leave Vacation
 Education/Training Other _____ Death in Family
 (Must Contact Office)

Name of Class: _____

Expense Item		Receipt Amount	Receipt Amount	Receipt Amount	Receipt Amount	Receipt Amount	Receipt Amount	Total Due Employee
Own Auto								
Miles Driven \$.58.5/mi	<u> </u> Miles							
Airfare								
Rail/Bus								
Car Rental								
Gasoline								
Tolls								
Taxi/Limo								
Hotel								
Meals	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Breakfast								
Lunch								
Dinner								
Total Meals:								

Remarks: _____

Total Expense: \$ _____
Amount paid aboard vessel: \$ _____

Approved by Captain: _____ **Approved by Chief Engineer:** _____
Approved by Office: _____

ASC Travel Reimbursement Guidelines Summary

SIU EMPLOYEES

Airfare	Reimburse all airfare (coach). We will only accept ORIGINAL receipts that show the final amount paid for airfare. When an e-ticket is used the stub from the boarding pass must accompany the e-ticket printout. Original airfare receipts must be submitted in order to be reimbursed. Permanent employees airfare will now be direct billed by 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.
Hotel & Meals	Liquidated sum of \$100.00. Payment will be made only upon submission of ORIGINAL hotel receipt. When a hotel is required, meals won't be reimbursed individually. When a hotel stay is not required, the company will reimburse fair and reasonable meal expenses up to a maximum of \$24 a day.
Mileage	IRS current year mileage rate (reimburse mileage only). Anything over 300 miles needs proof of travel (ORIGINAL gas receipts, toll receipts or hotel receipts) .
Rental Car	Reimbursement will be paid only upon the submission of ORIGINAL receipts or when an original receipt is unavailable have the clerk sign the copy of the receipt certifying that it is a true copy. Receipts must show final amount charged for rental. Gas for rental cars will be reimbursed only upon the submission of an original receipt.
Taxi & Rides	Extra-ordinary taxi, limousine or other local travel expenses to "out of the way ports" will be paid with prior approval from the office (name of person approving should be written under remarks). We will only accept ORIGINAL receipts with the name of the company on the receipt or HANDWRITTEN receipts with name, address, and phone number of company or individual.
Personal Leaves	The Company does not reimburse travel expenses for personal leaves, missed ship and emergency leaves when not the fault of the company
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.

AMO EMPLOYEES

Airfare	Reimburse all airfare (coach). We will only accept ORIGINAL receipts that show the final amount paid for airfare. When an e-ticket is used the stub from the boarding pass must accompany the e-ticket printout. Original airfare receipts must be submitted for reimbursement. Permanent employees airfare will now be direct billed by 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.
Hotel	Hotel expense should be that which is the standard for the area. We will reimburse for room charges only.
Mileage	IRS current year mileage rate (reimburse mileage only) anything over 300 miles needs proof of travel (ORIGINAL gas receipts, toll receipts or hotel receipts)
Meals	\$29 per day according to ASC Policy (We don't pay for alcoholic beverages and we will reimburse for employees' meals only.)
Rental Car	Reimbursement will be paid only upon the submission of ORIGINAL receipts or when an original receipt is unavailable have the clerk sign the copy of the receipt certifying that it is a true copy. Receipts must show final amount charged for rental. Gas for rental cars will be reimbursed only upon the submission of an original receipt.
Taxi & Rides	Extra-ordinary taxi, limousine or other local travel expenses to "out of the way ports" will be paid with prior approval from the office (name of person approving should be written under remarks). We will only accept ORIGINAL receipts with the name of the company on the receipt or HANDWRITTEN receipts with name, address, and phone number of company or individual.
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All employees must submit **ORIGINAL RECEIPTS** and all handwritten receipts must have legible name, phone number & address. When an original receipt is not available you must have the sales person sign the copy certifying that it is a true copy of the receipt.

NOTE: ALL TRAVEL REIMBURSEMENTS PAID ABOARD VESSEL REQUIRE APPROVAL OF CAPTAIN or CHIEF ENGINEER.