



American Steamship Company

1/1/2012

**AMERICAN STEAMSHIP COMPANY**  
AND ITS WHOLLY OWNED SUBSIDIARIES

**EMPLOYEE TRAVEL EXPENSE REPORT**

Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(to send check)

Street Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Travel Date: \_\_\_\_\_ Vessel Name: \_\_\_\_\_ Position: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
City State City State

Purpose of Trip:  Fitout  Layup  Relief  Family Leave  Death in Family

Vacation  Education/Training  Other \_\_\_\_\_

Name of Class: \_\_\_\_\_ **(Must Contact Office)**

Expense Item		Receipt Amount	Receipt Amount	Receipt Amount	Receipt Amount	Receipt Amount	Receipt Amount	Total Due Employee	
Own Auto: Miles Driven at \$0.555/mile	_____ Miles								
Airfare									
Rail/Bus									
Car Rental									
Gasoline									
Tolls									
Taxi/Limo									
Hotel									
Meals	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL MEALS	
Breakfast									
Lunch									
Dinner									
Remarks:								Total Expense:	\$
								Amount Paid on Vessel	\$

Approved by Captain: \_\_\_\_\_

Approved by Chief Engineer: \_\_\_\_\_

Approved by Office: \_\_\_\_\_

**NOTE: ORIGINAL RECEIPTS (No copies) MUST ACCOMPANY FORM FOR REIMBURSEMENT.**

## **ASC Travel Reimbursement Guidelines Summary**

### **ALL SIU & AMO EMPLOYEES**

Airfare	All airfare should be direct billed by Griffin Travel (1-866-218-4536 PIN Code# 80033) to ASC. Only business travel booked through Griffin may be direct billed to the company. Anyone who uses Griffin to direct bill non- business or unapproved travel will be subject to termination. Baggage fee reimbursements are limited to two and a total of \$100 with receipts.
Mileage	IRS current mileage rate (reimburse mileage only). For any auto travel over 300 miles, proof of travel (ORIGINAL gas receipts, toll receipts or hotel receipts) is required.
Rental Car	Reimbursement will be paid only upon the submission of <b>ORIGINAL</b> 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. Maximum mileage reimbursement is 1,500 miles.
Rides	Non- taxi rides will be reimbursed at double the IRS mileage rate for a one-way trip, but must be accompanied by a handwritten receipt. This receipt should show the name of driver, date, reflect travel from the specific place to the dock, or the reverse. It must also include the signature, address and phone number of the driver.
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.

### **SIU EMPLOYEES**

Hotel & Meals	Liquidated sum of \$100.00. Payment will be made only upon submission of <b>ORIGINAL</b> hotel receipt. When a hotel is required, meals won't be reimbursed individually. When a hotel stay is <b>not</b> required, the company will reimburse fair and reasonable meal expenses up to a maximum of \$27 a day.
Taxi	Taxi fares are reimbursable <b>up to \$100</b> , depending on actual receipts. <b>Extra-ordinary taxi, limousine or other local travel expenses to "out of the way ports" will be paid with prior approval from the office</b> (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 and date and destination.

### **AMO EMPLOYEES**

Hotel	Hotel expense should be that which the standard for the area is. We will <b>reimburse for room charges and taxes only.</b>
Taxi	Most reasonable taxi fares are reimbursable depending on actual receipts. <b>Extra-ordinary taxi, limousine or other local travel expenses to "out of the way ports" will be paid with prior approval from the office</b> (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 and date and destination.
Meals	Up to \$34 per day according to ASC Policy. We will not reimburse for alcoholic beverages and we will reimburse for employees' meals only.

### **LIBERTY EMPLOYEES**

Travel	Vacation travel (up to three times per year) is reimbursable up to \$150 each way. Other travel, including fit out and lay up shall be reimbursed at a maximum of \$300, and may include up to \$50 in Taxi fees.
Hotel	Hotel expense will be reimbursed up to \$50 per night, plus tax. We will <b>reimburse for room charges and taxes only.</b>
Meals	Breakfast is reimbursed at \$5.50, Lunch at \$7.75 and Dinner at \$13.75, (a total of \$27 per day according to the Implemented Terms). We will not, however, reimburse for alcoholic beverages and we will reimburse for employees' meals only.
Airfare	All airfare should be direct billed by Griffin Travel (1-866-218-8739, PIN code 80033) to ASC. Only business travel booked through Griffin may be direct billed. Anyone who uses Griffin to direct bill non-business or unapproved travel will be subject to termination. Baggage fees are limited to two and a total of \$100 with receipts.
Mileage	IRS current year mileage rate (reimburse mileage only). For any auto travel over 300 miles, proof of travel (ORIGINAL gas receipts, toll receipts or hotel receipts) is required. Maximum reimbursement for mileage costs shall be no more than \$300 and will reflect actual miles travelled from the vessel port to your home, unless otherwise arranged with the office prior to your travel.

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