

Pacific Science Center
Guidelines Governing Travel and Expenses

Air Travel: All air travel should be coach fare. Please book tickets at least two weeks in advance, if possible. The most economical air travel, including reasonable connections, will be used. Non-refundable tickets should generally only be purchased when the employee is sure the scheduled trip will occur.

Mileage: Personal vehicles used for business travel, including mileage to and from the airport will be reimbursed at the current IRS rate per mile. As of January 1, 2011, the reimbursement rate is \$0.555 per mile.

PLEASE SUBMIT TRAVEL AND BUSINESS EXPENSE VOUCHERS WITHIN
30 DAYS AFTER TRAVEL
ALL RECIEPTS/TICKET STUBS MUST BE INCLUDED WITH THE FORM