

ACEN TRAVEL REIMBURSEMENT: SECTIONS 3A – 3H

SECTION 3A – AIRLINE/TRAIN

For airline/train expenses paid by traveler ONLY. Do not enter any airline/train expenses if paid or booked through ACEN’s travel account (AXIOM).

SECTION 3B– LODGING

For reimbursement of lodging expenses paid by traveler.

SECTION 3C – PERSONAL AUTO (Use of personal auto for travel requires prior authorization from ACEN)

Date	Start and Destination	Purpose of Trip	Miles X Rate Current Rate=0.48	Amount

SECTION 3D– TAXI

Date	Start and Destination	Purpose of Trip	Amount

SECTION 3E – TOLLS/PARKING

Date	Start and Destination	Purpose of Trip	Amount

SECTION 3F– Auto Rental

For auto expenses paid by traveler ONLY. Do not enter any auto rental expenses if paid or booked through ACEN’s travel account (AXIOM).

SECTION 3G – MEALS

Please refer to the daily limits on meals as detailed in the ACEN TRAVEL POLICY HANDBOOK (tips should be included in meal costs).

SECTION 3H – MISCELLANEOUS

Date	Description	Amount

Mail to: ACEN
Attn: Travel Reimbursement
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326

- Reminders:**
1. Have you signed the ACEN Travel Reimbursement Form (SECTION 4 – TRAVELER’S SIGNATURE)?
 2. Have you attached all original itemized receipts? (credit card copies not accepted)
 3. Have you made copies of the completed form and attachments for your records?

Please call Jocelyn Pineda, Accounting Specialist, at (404) 975-5012 if you have any questions or need assistance.