

ASM Travel Pool

The basic purposes of the travel pool are to allow us:

1. To minimize the total travel costs of the ASM meeting (by choosing a central location).
2. To avoid discrimination against those members who live at a great distance from the central site chosen.
3. To avoid paying out funds that some institutional budget would have covered had this travel pool not existed.

The measures we have taken to accomplish these purposes are:

1. To incorporate into the registration fee for everyone a modest amount in excess of the expected expenses of the annual meeting. This amount will be available for a travel pool.
2. To focus on that portion of everyone's travel costs (excluding ground transportation to and from an airport) which the member her/himself would have to pay were there no travel pool, and which is not in excess of the lowest cost air fare – night coach, economy, excursion, or super saver where possible, whether or not the member takes advantage of this fare. While not required, a stand-by fare (clergy or otherwise) is encouraged where this is feasible to the member. Where several come in a car, they should each submit the portion of the per mile amount chargeable to them, should that be less than the lowest airfare. (Current United States IRS mileage allowance should be used to calculate this.)
3. Only those who have been ASM members for at least six months immediately prior to the annual meeting are eligible to participate in the travel fund.
4. All ASM members, regardless of where they are coming from, may apply for travel pool funds.
5. The maximum amount given to any member from the travel fund is \$400.

Our actual process is as follows:

1. We compile a list of those who are eligible, putting down their actual travel costs of minimum airfare (whichever is less). To be eligible, the form below must be submitted by the first day of the ASM Conference.
2. We subtract \$150 from the amount defined in #2 above and call the remainder the "reimbursable portion."
3. If the travel pool amounts to less than the total of reimbursable amounts (i.e., 75%), then 75% of each person's reimbursable portion will be repaid.

Send this form to **David Scott**. Use any of the following contact methods – Mail: David Scott; 508 Center Ave, Decorah, IA 52101; Phone: 920-203-1069; Email: treasurer@asmweb.org. "In order to be eligible for this rebate, I hereby indicate that (1) I am a member of ASM currently paid up, and have been a member at least six months prior to this meeting; (2) either I or my institution has paid the registration fee; and (3) the amount of this rebate is equal to what I personally would have to shoulder, minus any part or portion refundable from any other source, and minus an additional \$150 which I am in any case expected to bear personally."

SIGNED: _____

The minimum airfare from to and return, less what is otherwise being reimbursed from another source is...
_____. Less \$150, the remaining amount requested is \$_____.

NAME: _____

ADDRESS: _____
