

East Asia Pacific Regional Travel Program

Reimbursement Guidelines

Upon the completion of your trip, Fulbright Scholars must send the following documents to this email address RTP@aminef.or.id

- 1) Completed visit form
- 2) Completed reimbursement form
- 3) Receipts: electronic flight ticket/airfare
- 4) Exchange rate proof from any currency to USD. The proof can be a screenshot of a website the scholars use.

The four documents must be sent **within 30 days** after the trip is concluded.

Reimbursable Expenses

The following is a list of expenses that can be reimbursed by EAP Regional Travel Program:

Item	Reimbursable
Airfare	Yes
Airport transfer (Taxi)	No
Taxi within city For example: Scholars cannot ask for reimbursement for travel from his hotel to the host university where the workshop is held.	No
Ground transportation (Taxi/Train/others) if it involves travel between cities in one project. For example, a Scholar has a public lecture in Sydney. Then, she takes train for a workshop in Brisbane. She can claim for reimbursement for this trip.	Yes