

# *Rota NAS, Spain*

## *Reimbursable Expenses*

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- Primary Lodging:** *Navy Lodge* (on base) **Daily single rate: \$69**  
(If the primary lodging is unavailable, you will be reimbursed the hotel rate for the reassigned lodging.)
- Per Diem:** **\$50.00 per day** - maximum amount allowed due to contract constraints.
- Mileage:** **\$.445 per mile allowed to/from work to airport.** (Two round trips allowed if no airport parking receipts submitted.)
- Airfare:** **Will be arranged and prepaid by Advanced Programs.** (If you choose to make your own arrangements contact Advanced Programs for our Coach Airfare Quote.)
- Airport to Base:** **Military shuttle (free) or the Site Manager will meet you.**
- Rental Car:** **To be arranged by the Site Manager.** A welcome letter will be sent by the Site Manager with further details.
- Gas:** **Gas purchase receipts** – for class transportation only

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### **Important items:**

1. **Required original receipts:** Transportation to/from the site (airfare, bus or train), lodging, rental cars and gas. Parking and toll receipts are required if \$25 or more.
2. **Receipts for public transportation at the site** (taxi, limo, bus, subway) are required if \$25 or more. (If these receipts are lost, a signed affidavit is required.)
3. **Car Insurance:** Outside of US territories, Advanced Programs will reimburse you for **collision damage waiver** (CDW) expense. Any additional add-on insurance including “super” CDW, personal property insurance, upgrades or additional drivers will not be reimbursed.
4. **Please be advised** that we are not in a position to cover travel costs not directly associated with your class, such as personal leave time, excess baggage, non-Advanced Programs related phone calls or mailing costs of class materials or books.

**URGENT: If you do not have a US passport, contact the Advanced Programs, Travel Coordinator at (405) 325-0134 immediately!!!!**