

Nellis AFB, Nevada

Reimbursable Expenses

Primary Lodging:	<i>Cannery Hotel Casino</i>	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:	Rental car	
Rental Car:	Las Vegas airport – will be arranged for you by Advanced Programs.	
Gas:	Gas purchase receipts – for class transportation only	

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:** Additional insurance may not be required if you have your own personal car insurance and/or are using a credit card that insures the rented vehicle.
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.