Travel expenses incurred by an author during promotional events are first paid by the author and then reimbursed by the publisher. You must keep good records and fill out the expense report form properly. If an expense report is returned for correction, it may delay your reimbursement.

**Which Receipts to Keep**

When traveling for a promotional event, ask for a receipt for any time you spend money. We cover most travel, food, and lodging expenses. We do not cover excessive baggage expenses or costs incurred by family members traveling with you.

**Per Diem**

The per diem limit varies depending on the event and the extent of travel. Contact your marketing representative for the rate for your event.

**Expense Report**

Your expense report should be submitted to your marketing representative no more than one month after the event. Your representative will authorize the report and send it to accounting. When the report is approved, you will receive a check in the mail for acceptable expenses.