



Approved: Board of Directors — 11/4/06

## **TRAVEL EXPENSE REIMBURSEMENT POLICY FOR THE PRESIDENT, SECRETARY-TREASURER, ASSISTANT SECRETARY-TREASURERS AND EXECUTIVE DIRECTOR\***

### **Travel Expense Reimbursement**

The President, Secretary-Treasurers, and the Executive Director/CEO are the individuals most often traveling on behalf of the Academy, representing the organization internally and externally. The expenses incurred by these individuals to officially represent the Academy will be reimbursed in accordance with this Administrative Regulation on Travel Expense Reimbursement. There is a separate administrative regulation for Council, Committee and Editorial Board Members' travel reimbursement.

### **Air Travel Within the Continental United States**

Reimbursement to the President, Secretary-Treasurers, and Executive Director/CEO for air travel within the continental United States shall be at coach class airfare. On flights of three hours or more, upgrades to Business or First Class are at the discretion of the traveler, who will be reimbursed for expenses related to obtaining upgrade certificates/stickers or \$0.06 per airline mile used from the individual's personal mileage account. Officers are strongly encouraged to use the Academy's official travel agent.

### **Air Travel outside the Continental United States**

When traveling on Academy business outside the continental United States, the President, Secretary-Treasurers, and the Executive Director/CEO will be reimbursed for Business Class airfare. Officers are strongly encouraged to use the Academy's official travel agent.

In all cases, the travelers are strongly urged to use the Academy's travel agency to book flights.

### **Travel by Rail or Private Auto**

When any of these individuals travel by rail rather than by air, the Academy will reimburse the cost of rail fare via the most direct route (reimbursement not to exceed the fare for a roundtrip coach class airfare). Should any of these individuals travel by private auto while on Academy business, he/she will be reimbursed at the current IRS allowable mileage rate at the time of travel.

### **Lodging & Meals**

The Academy will reimburse reasonable lodging and meal expenses for these individuals while traveling on Academy business. In the case of Academy meetings, staff will make hotel arrangements in conjunction with the traveler. When circumstances warrant, these individuals may submit expenses for

reimbursement for business meals and/or professional hospitality. All expenses shall be accompanied by the names of those attending and complete receipts.

**Accompanying Spouse or Guest**

In recognition of the time commitment required by these offices, these individuals may include their spouse or guest when traveling as an official representative of the Academy for which the expected length of stay is three days or longer, or at which the social activities are a strong component of the meeting.

Upon approval by the President, Secretary-Treasurers and Executive Director, travel expenses as identified above will be reimbursed for the accompanying spouse or guest. In all other instances, the individual will be responsible for all expenses associated with their spouse or guest's travel including meals, double room rate differential, etc.

In accordance with Internal Revenue Service regulations, all travel expenses paid by AAD specifically for a spouse or family member will be reported to the traveler on a Form 1099 after the end of the calendar year in which the expense is incurred.

**Incidental Expenses**

Expenses such as cab or car fare, tips, telephone, and other essential out of pocket costs shall be reimbursed.

**Reimbursement:**

Requests for reimbursement of allowable expenses should be made after each trip by completing and submitting the AAD/A Expense Voucher to the Executive Office. Receipts are required for all expenses in excess of \$25.00.