



Approved: Board of Directors — 12/4/77

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TRAVEL EXPENSE REIMBURSEMENT POLICY FOR BOARD OF DIRECTORS, ALL COUNCIL, COMMITTEE, TASK FORCE, AND EDITORIAL BOARD MEMBERS

Expense Reports

The Academy recognizes the commitment made by our volunteers to help the Academy fulfill its mission. When a volunteer leader participates in an official capacity at an Academy meeting, the traveler will be reimbursed for their expenses, except for travel in conjunction with the AAD Annual or Summer meetings. Receipts are required for all individual expenses over \$25.00.

All requests for reimbursement of expenses should be made immediately after each trip by completing the Travel Expense Report for Volunteers. Unless otherwise indicated, expense reports should be sent to the attention of the staff liaison. All parts of the expense report should be completed, including the detail of expenses billed directly to the American Academy of Dermatology and explanation of all entertainment and miscellaneous expenses. Inaccurate or incomplete forms may be returned to the member for correction.

Reimbursement Guidelines:

The basic concept of the American Academy of Dermatology with respect to travel expense reimbursement is reasonableness with neither profit nor loss to the member. The following limitations define the Academy's concept of reasonable travel expense:

1. **Air Travel.** Reimbursement to members who travel on the Academy's behalf is limited to coach class airfare via the most direct route, except in extenuating circumstances. Expenses for Board members who participate in Board meetings are reimbursable by the Academy, however by Board-approved policy, expenses for the Board meetings held in conjunction with the Annual Meeting are reimbursed for travel expenses only.

2. **Rail Travel.** If the member prefers rail travel, the American Academy of Dermatology will reimburse the cost of rail fare via the most direct route. (Reimbursed to the extent of the normal coach air fare)

3. **Private Auto.** Members who use their private autos while traveling for the AAD will be reimbursed at the current IRS allowable rate at the time of travel or the cost of round-trip coach class air fare, whichever is less. Governance Policy on Travel Expense Reimbursement For Board Of Directors, All Council, Committee, Task Force, And Editorial Board Members

4. **Hotel.** The AAD has available various discount rates relating to hotels, and it is requested that the traveler contact the AAD Meetings and Conventions Department to arrange for use of these discounts whenever possible. The Academy will reimburse reasonable lodging expense (single occupancy rooms, not a suite). If accommodations are shared with another member, the cost should be divided equally and each person's share included in his/her own expense report. If a member shares their room with a guest or family member, the equivalent single occupancy charge should be included on the expense report for reimbursement. A copy of the hotel statement should always accompany the expense report.

5. **Meals.** The cost of the member's meals on travel days, not to exceed \$100.00 per day, will be reimbursed by the AAD. Budgetary allowances do not provide for the entertainment of others. Receipts are required. Scheduled meals during meetings will be charged to the AAD master account.

6. **Taxi, Tips, Telephone.** Reimbursements are made for necessary taxi, tips, telephone, and other essential out of pocket expenses incurred due to Academy business.

7. **Family Travel.** When an individual travels on AAD business and elects to take members of his/her family, the Academy will reimburse him/her only for the costs which would have been incurred if the individual had traveled alone. This applies to transportation, hotels, meals, etc.

8. **Travel Insurance.** Travel insurance expense is not reimbursed since the AAD maintains a \$100,000 travel-accident policy, which covers accidental death, disability, or dismemberment for AAD members traveling on Academy business. Any questions regarding this coverage should be directed to the AAD Finance Department.