

## ASAS Expense Reimbursement Policy

**General:** ASAS volunteers and invited speakers are reimbursed for pre-approved trips on behalf of ASAS. Reasonable expenses and support shall be reimbursed.

**Personal Expenses:** Items of a personal nature incurred while traveling are not reimbursable, including phone, laundry, movies, flight and medical insurance, with the following exceptions:

- If on an overseas trip for greater than 5 days, ASAS will reimburse laundry charges.
- If traveling for ASAS overseas, ASAS does pay for flight insurance.

**Honorariums:** Speaker honorariums for ASAS stand-alone meetings will not be paid without the advance written approval of ASAS.

**Receipts:** For ASAS travel, ASAS offers two methods of reimbursement:

1. By expense, with the exception of mileage reimbursement and expenses less than \$25.00 USD, receipts are required for all expenditures and actual costs are reimbursed.
2. By per diem, ASAS will reimburse for incidentals/food and beverage at the per diem rates set by the US government. To use or claim expenses using the US government per diem rates, please reference: <http://www.gsa.gov/portal/content/110007>.

**Expense Report Form:** Expenses are to be submitted to the ASAS Headquarters office, [asas@asas.org](mailto:asas@asas.org). To expedite reimbursement, we prefer expenses to be submitted by email with scans of the receipts attached. All expense reports shall be submitted in USD, and all reimbursements shall be made in USD only. Expense reports must be submitted no later than one month following the conclusion of a trip. For other types of expenditures, expense reports must be submitted within 30 days of date incurred.

**Air Fare:** Domestic and international air travel will be economy class only, purchased at least 21 days in advance. If a 21-day advance purchase fare is not available, advance approval of ASAS, is required. ASAS uses a travel agency (Hess Travel) to book all airfare; therefore, costs of airfare are paid directly by ASAS. The travel agent is aware of budget and class restrictions on ASAS airfare, and will check with ASAS, if airfare is being booked outside of the expected restrictions. For ASAS approved air travel, please contact Hess Travel at [Lyra@hesstravel.com](mailto:Lyra@hesstravel.com) to make all reservations.

**Ground Transportation:** Whenever possible, travelers are encouraged to utilize the lowest cost form of transportation, including airport shuttle service, light rail where available, or sharing cabs. Where this is not practical, taxi service should be used. Personal vehicles used for approved association business will be reimbursed at the then current IRS mileage reimbursement rate, plus parking.

Car rentals are discouraged. When absolutely necessary, intermediate size or smaller sedans should be rented. Travelers are expected to use credit cards that provide collision damage coverage when renting cars, if travelers do not have access to this type of credit card, insurance should be taken on the rental and the cost will be reimbursed by ASAS.

**Hotel:** Where there is an official ASAS HQ hotel, all hotel stays are to be at the hotel(s) reserved for ASAS, where room and tax will be charged to a master account. This ensures ASAS will meet the room nights guaranteed to the hotel(s). If there is not an official ASAS HQ hotel, ASAS requires permission to be granted for all hotel costs in greater than 250 USD/night in advance of booking.

ASAS reimburses reasonable cost of internet service.

**Joint Annual Meeting (JAM) and Sectional Meeting Travel:** The JAM and each section have individual travel reimbursement policies. If traveling for JAM or a section, please note these individual policies.

# Expense Reimbursement Form

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Purpose: \_\_\_\_\_

Expenses	Description	Cost	Account #
Travel			
Hotel			
Meals			
Phone			
Entertainment			
Misc			
Misc			
Misc			
Misc			
Misc			
Misc			
Misc			
Misc			

Note: Mileage reimbursement - \$0.54/mile

\$	Subtotal
	Less Cash Advance
\$	Total Reimbursement

**Don't forget to attach receipts!**

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date