

AACC TRAVEL REIMBURSEMENT POLICIES & PROCEDURES

I. GUIDELINES

AACC policy is to reimburse individuals for approved, reasonable, proper and necessary travel expenses incurred in conjunction with approved AACC activities. AACC activities include ACC and other AACC-sponsored conferences, workshops, and symposia. In the following, “AACC” is understood to refer to any authorized AACC activity. Reimbursement should be sought from the appropriate AACC activity.

Only expenses necessary to the transaction of AACC business, incurred in connection with the individual’s designated AACC responsibilities, will be reimbursed. Expenses incurred on behalf of ACC or another authorized AACC activity are usually budgeted to, and reimbursed from, that activity.

AACC does not provide advances for travel related expenses. Actual expenses incurred on behalf of AACC are reimbursed after travel.

In all cases, reimbursement will be made on the basis of the lowest reasonable rate. Expenses incurred over the lowest reasonable rate will be borne by the traveler. In cases where explicit guidance is not provided in this document, or where deviation from these policies is desired, the traveler should seek clarification from the Treasurer and obtain authorization from the President prior to making travel commitments.

II. POLICIES AND PROCEDURES

1. TRANSPORTATION

a. **Air Travel.** All persons traveling on AACC business are expected to book advance purchase, non-refundable, economy class, coach fare tickets when feasible. AACC reimburses only the economy fare, regardless of carrier. Any persons seeking to book higher-grade economy seats, or full coach fares, must obtain appropriate authorization prior to booking.

Business class travel may be partially reimbursed when authorization is obtained prior to booking. Under no circumstances will reimbursement exceed the cost of the advance purchase, non-refundable, economy class, coach fare. A quote for such a fare must be provided and approved prior to booking, and included with the Travel & Expense Report.

In cases where cancellation fees/penalties are incurred as a result of a change of plans, the fees will be reimbursed if there is a valid business reason for the change. When reimbursement is requested directly from AACC, written explanation of such fees must accompany the Travel & Expense Report.

Reasonable service fees for travel agents will be reimbursed.

b. **International Travel.** Authorization for travel originating or terminating outside of North America must be sought prior to booking. International travel is subject to the same policies and procedures as other travel. Pre-approval may be given for multiple trips in a specified time period or for a specified purpose.

c. **Ground Transportation.** Ride sharing apps, taxis and/or public transportation are usually the lowest cost and preferred method of ground transportation. Other forms of ground transportation, such as rental cars or private car services, should be used only when they provide a clear cost advantage, or when required for performance of AACC duties. When reimbursement is requested, such usage must be justified in a written explanation attached to the Travel & Expense Report.

Personal Car Usage. AACC will reimburse mileage in a privately-owned vehicle (POV) driven while on AACC business. Mileage costs will be reimbursed at the current Government approved rate (<https://www.gsa.gov/mileage>). This mileage allowance covers all automobile costs (e.g. gasoline, repairs, insurance, etc.). Total mileage cost for use of a personal car on a business trip is limited to economy airfare to the same destination. Repairs to personal cars will not be reimbursed even if these costs result from AACC travel.

- d. **Parking and Tolls.** AACC will reimburse for parking and tolls incurred during AACC travel.
- e. **Other Means of Transportation.** Travel by other means (e.g., train or rental car) will be reimbursed at the actual cost, not to exceed the lowest airline fare for the same itinerary.

2. LODGING

- a. **Lodging Costs.** Accommodations that meet business and personal needs, and offer good value should be selected whenever possible. Travelers should use standard single room accommodations at medium range hotels. When attending an event associated with an official event hotel, travelers will be reimbursed for lodging costs at the event rate. The additional cost of room upgrades (e.g.; suite, executive floor, room with a view, etc.) is not reimbursable. Lodging expenses must be documented in the Travel & Expense Report with an itemized receipt.
- b. **Hotel Phone Surcharges.** Personal phone calls are not reimbursable. Phone charges incurred as a result of AACC related activities are reimbursable. When reimbursement is requested, a written explanation of these charges must be attached to the Travel & Expense Report.
- c. **Internet Charges.** Reasonable charges for basic hotel in-room Internet access will be reimbursed when such services are not available free of charge. Premium services will not be reimbursed. Airplane internet is reimbursable if required for business purposes.
- d. **Number of Nights.** For travel to AACC meetings, reimbursement is ordinarily limited to the night of and/or one night prior to the meeting. Exceptions may be granted with appropriate authorization.

3. MEALS

Individual meal reimbursement is for actual and reasonable costs of breakfast, lunch and dinner, plus tips (not to exceed 20% of the meal cost). Total meal expenditures should not exceed the government per diem rates, which can be found for locations in the USA at the General Services Administration website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). The U.S. Department of State has a similar listing for overseas destinations (https://aoprals.state.gov/web920/per_diem.asp). Meals will be covered for 2 travel days and one meeting day, 3 days maximum, less meals included by the meeting.

Entertainment expenses and other types of personal expenses not relating to these specific meals will not be reimbursed.

If reimbursement is requested for meal expenses covering multiple travelers, or greatly in excess of reasonable costs, a written explanation must accompany the Travel & Expense Report.

4. NON-REIMBURSABLE EXPENSES

The following items are explicitly identified as non-reimbursable expenses:

- Spousal travel.
- Upgrades to air travel, car rentals, or hotel rooms.
- Purchase of clothing, luggage, toiletries and other miscellaneous personal items.
- Supplemental travel or car rental insurance.
- Fines, penalties, or legal fees, except where unavoidably incurred for valid business reasons, as detailed in a written explanation attached to the Travel & Expense Report.
- Personal entertainment or recreational expenses.
- Conference registration fees, with the exception of AACC representatives to IFAC Council meetings held during the IFAC Congress.

5. EXPENSE REPORTING AND DOCUMENTATION

- a. **Direct Filing or Institutional Invoice.** Reimbursement may be requested either by directly filing an expense report with the Treasurer or by the traveler's institution invoicing AACC.

- i. **Direct Filing.** If the traveler is requesting direct reimbursement from AACC, the following documents are required: (1) completed AACC Travel & Expense Report, and (2) documentation of expenses as stipulated in the remainder of this Section.
 - ii. **Institutional Invoice.** If the traveler is requesting reimbursement to an institutional account, the following documents are required: (1) completed AACC Travel & Expense Report, (2) copy of the expense report filed with the institution, and (3) an invoice or equivalent from the institution. In this case, documentation of expenses is made directly to the institution, according to the rules of that institution.
- b. **Documentation of Expenses.** When filing for travel reimbursement directly from AACC, all expenses in excess of 25 USD or equivalent must be substantiated by receipts submitted with the Travel & Expense Report.
- c. **Scanned or Photocopied Receipts.** Scanned, photographed, or photocopied receipts are acceptable. In addition, each Travel & Expense Report must include a signed statement certifying that the claimed expenses are not being submitted for reimbursement elsewhere.
- d. **Lost or Missing Receipts.** In the event that it is impractical to obtain a required receipt or if such receipt has been inadvertently destroyed, the traveler should attach to the Travel & Expense Report a written statement to that effect, as well as an explanation of the expenditure involved.
- e. **Hotel Receipts.** Hotel receipts must be itemized, even though some items may fall below the 25 USD threshold.
- f. **Meal Receipts.** Submission of meal receipts is encouraged, even when they do not exceed the 25 USD threshold.
- g. **Timely Submission of Report.** When requesting reimbursement directly from AACC, the Travel & Expense Report must be filed within 60 days of travel. Travel & Expense Reports filed more than 60 days after expenses are incurred must be accompanied by a written explanation of the delay.
- h. **Advice to Expedite Payment of Travel & Expense Report.** This advice is designed to help all travelers. Please refer to the Travel Policy above for specific information.
- i. Written explanations and authorizations, where appropriate, are needed for missing receipts or exceptions to the policy.
 - ii. The traveler's name, address, email address, phone number, and the purpose and dates of trip should be identified on the Travel & Expense Report.
 - iii. Receipts for all expenses over 25 USD must be included with the Travel & Expense Report.
 - iv. Travel dates must match receipts.
 - v. Photographed, scanned or photocopied receipts are acceptable.
 - vi. Each Travel & Expense Report must include a signed statement certifying that the claimed expenses are not being submitted for reimbursement elsewhere.
 - vii. Hotel bills must be fully itemized.
 - viii. Retain copies of the Travel & Expense Report and all receipts for your records.

6. AACC APPROVED TRAVEL

AACC encourages meetings to be held virtually whenever feasible. This includes ACC operating committee meetings, other ACC organizational meetings, and AACC officer meetings except as listed below. If there is a need for in-person attendance, permission to support participant travel should be sought as described in Section 6.d on "Other Travel."

Travel support is approved for the following meetings and personnel:

- a. **AACC BoD Meetings.** AACC BoD meetings are normally held twice per year. The preferred mode is in-person, due to the length of the meeting and the value of sidebars and sub-meetings.

The list of positions approved for travel reimbursement is: AACC Officers (President, Vice President, Past President, Secretary, Treasurer); one Director or Alternate, but not both, from each Society; and Standing Committee Chairs or Co-Chairs when the President requests them to attend in-person.

For the annual July BoD meeting at the ACC, participants may be reimbursed for: airfare, transportation, meals, and four nights of lodging, enabling them to attend the entire ACC conference. Officers and Directors/Alternates (one per Society) receive complimentary registration to the ACC.

For the January BoD meeting, reimbursement to all participants is limited to: airfare, transportation, meals, and two nights of lodging.

- b. **IFAC Meetings.** AACC representation at IFAC meetings will be virtual or in-person as determined by the meeting organizers, and accounting for external constraints on travel.
 - i. The AACC President and Secretary are eligible for travel reimbursement to attend the tri-annual IFAC General Assembly meetings on behalf of AACC, including registration to attend the IFAC World Congress.
 - ii. The AACC representatives on the IFAC Council and Boards (Technical, Conference, and Publications) are eligible for travel reimbursement to attend their annual meetings. Registration to attend any affiliated IFAC event is not included.
 - iii. Advisors may be reimbursed if they have particular responsibilities at any of the annual meetings of the Council.
- c. **AACC Conference Organizational Meetings.** The following travel expenses are approved for planning and operation of AACC conferences (ACC, MECC). After the conference budget is approved and the conference accounts are in place, and before the conference is concluded, these expenses are the responsibility of the respective conference, and should be included in the conference budget.
 - i. The General Chair and Local Arrangements Chair and an experienced representative of AACC will be reimbursed for travel to help with site selection.
 - ii. The General Chair, Program Chair and Local Arrangements Chair will be reimbursed for travel to pre-planning visits.
 - iii. The General Chair, Program Chair, and other Program Committee members or other support personnel as deemed essential by the ACC Program Chair, will be reimbursed for travel expenses to the Program Committee meeting. Reimbursement is limited to: airfare, transportation, meals, and two nights of lodging.
 - iv. The ACC Steering Committee Meeting is held in conjunction with the BoD meeting. Travel to the BoD meeting is approved for the General Chair and Program Chair of all future ACCs and the most recent past ACC. Before the conference budget is approved, as well as after the conference has concluded, AACC covers these expenses. See the restrictions listed in Section 6.a.
- d. **Other Travel.**

All travel in the following categories must be reported to the BoD at the BoD meeting immediately following final disposition of the request.

 - i. Travel approval for purposes not listed above fall under Item 7 (below).
 - ii. Travel in response to unexpected situations for which advance notice is impractical must be approved by the AACC Officers.

7. AUTHORIZATION OF DEVIATIONS FROM THIS POLICY

- a. **Authorization for AACC Activities.** Authorization requests for deviations from the above policy for travel on AACC business, where expenses will be paid from the AACC budget, should be directed to the AACC President, except when the AACC President is the traveler. When the AACC President is the traveler, authorization should be requested from the AACC Vice-President or AACC BoD.
- b. **Authorization for ACC Activities.** Authorization requests for deviations from the above policy for travel on ACC business, where expenses will be paid from the ACC budget, should be directed to the ACC General Chair, except when the ACC General Chair is the traveler. When the ACC General Chair is the traveler, authorization should be requested from the AACC President.

8. ISSUES NOT EXPLICITLY COVERED BY THIS DOCUMENT

Issues arising that are not explicitly covered in this document should be resolved in the spirit of the guidelines presented in Section I (and IRS Publication 463). Other appropriate resources for resolving specific questions are: the travel guidelines of the AACC Member Societies, and the US government reimbursement rates provided at <https://www.gsa.gov>.