

# AAHSL Travel Policy

## INTRODUCTION

This policy governs all travel necessary to conduct AAHSL business, and applies to both the AAHSL members and all other authorized AAHSL representatives and contractual employees. These travel payment guidelines provide for payment of necessary and reasonable travel expenditures incurred while traveling on AAHSL business. It is the intent of the policy that no one traveling on behalf of AAHSL incurs a loss or profit from the required travel or be subjected to substandard accommodations or modes of travel. Those traveling on AAHSL business are expected to make the most economical and practical arrangements. To insure that AAHSL meets its fiduciary responsibility, all expenses must be supported by appropriate documentation (original receipts) and itemized on the travel expense detail form.

Exceptions to this policy will be made by in consultation with the President.

## TRAVEL GUIDELINES

Reimbursement for travel expenses will be in accordance with the following policies:

1. **Airline travel:** Economy or coach fares will be reimbursed as will checked luggage fees.
2. **Other public transportation:** Minimum first class levels of accommodations for travel other than by air may be used (train, bus, etc.). Travel expenses to and from terminals and intercity fares in connection with activity should be included.
3. **Private automobile:** Travel by private automobile will be reimbursed at the [current Internal Revenue Service mileage allowance rate](#), plus tolls and parking costs. The cost of gasoline is included in the mileage reimbursement rate. Oil, insurance premiums, repairs or other costs are not reimbursable; fines for automobile violations or personal misconduct are not reimbursable.

## LIVING EXPENSES

1. **Hotel accommodations:** AAHSL representatives should avail themselves of first class, but not luxury hotels. Reimbursement for hotel accommodations will be made on the basis of reasonable costs incurred. Corporate discount rates should be obtained whenever possible. In all cases, original documentation (hotel bill or receipt) indicating payment has been made in full must be submitted for reimbursement.
2. **Meals:** Reimbursement for meals will be made on the basis of reasonable actual costs incurred up to a maximum of the published daily [GSA rate](#) for the city traveled to. In all cases, original receipts for meals must be submitted along with an itemization of costs (i.e., explanation of expenditure incurred, including nature or purpose of such expenditure and date) must be included. Expenditures for meals other than the traveler, such as those for the invitation of colleagues or associates for the purpose of discussing professional activities related to an AAHSL program should be fully documented or itemized and explained.

## REIMBURSEMENT OF TRAVEL EXPENSES

When AAHSL business requires additional travel time and expenses by members or authorized AAHSL representatives, the Association shall reimburse the individual(s) for reasonable travel costs (see the guidelines above). Sending official representatives to meetings and events requiring additional travel will be reviewed and approved by the AAHSL Board in advance of the travel. If not part of the approved AAHSL annual budget, the extent of the travel covered will be determined by the President in consultation with the person being asked to attend the event or meeting on behalf of AAHSL.

Examples of situations when AAHSL will reimburse travel are:

- Special committee meetings not held in conjunction with the AAMC meeting and that have been approved and budgeted by the AAHSL Board
- The president or Board asking a member to represent AAHSL at a professional meeting, reception, event or conference, which the AAHSL member would not normally attend.
- Visiting key leadership groups in the DC area as an official AAHSL representative
- Support of a special AAHSL initiative or project that requires travel by members and has been approved by the Board
- Attending a special meeting held in conjunction with the AAMC meeting, but outside the usual conference dates that requires arriving earlier or staying later than is normal

Contract employees may also receive payment for billable hours and other travel expenses incurred for AAHSL business, but such payment will not be extended to employees of AAHSL members.

The following expenditures are not reimbursable:

1. Airline cost penalties due to changes in specially priced discount tickets or cancellation cost penalties unless at the request of AAHSL.
2. Costs incurred for failure to cancel a trip or hotel reservation.
3. Lost or stolen tickets, cash or personal property.
4. Telephone calls not related to the conduct of AAHSL business.
5. Travel expenses for committee and Board meetings held during the AAHSL and AAMC annual meetings will not be reimbursed.
6. Hotel room Internet services.

## TRAVEL DOCUMENTATION AND ITEMIZATION

The following items of expense, included on the travel expense form must be substantiated by original documentation and submitted within 30 days of completion of travel. If traveling from another country, it is the responsibility of the traveler to convert the expenses to US dollars at the rate in place during the travel dates.

1. Transportation costs:
  - a. Airline boarding passes and payment receipt, including checked luggage receipts
  - b. Automobile parking and toll receipts
  - c. Bus ticket stubs
  - d. Railway ticket stubs
  - e. Taxi fare receipts
2. Hotel costs:
  - a. Itemized hotel bill
3. Meal costs:
  - a. Meal receipts.
4. Other
  - a. Official function receipts
  - b. Registration fee receipts