

ACLPS Travel Reimbursement Policies & Procedures

I. GUIDELINES

ACLPS policy is to reimburse individuals for approved, reasonable, proper, and necessary travel expenses incurred in conjunction with approved ACLPS activities. Only expenses necessary to the transaction of ACLPS business, incurred in connection with the individual's designated ACLPS responsibilities, will be reimbursed. ACLPS does not provide advances for travel related expenses. Actual expenses incurred on behalf of ACLPS 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 prior to booking fares, or making other travel commitments.

II. POLICIES AND PROCEDURES

1. TRANSPORTATION

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

In cases where cancellation fees and/or penalties are incurred as a result of a change of plans, the fees will be reimbursed if there is a valid business or personal reason (e.g. illness, family emergency, etc.) for the change. When reimbursement is requested directly from ACLPS, a written explanation of such fees must accompany the Travel & Expense Report.

Reasonable service fees for travel agents will be reimbursed.

Under no circumstances will reimbursement exceed the cost of the lowest available 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.

- b. International Travel. Authorization for travel originating or terminating outside of North America must be sought prior to booking. Otherwise, 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. 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 ACLPS duties. When reimbursement is requested directly from ACLPS, such usage must be justified in a written explanation attached to the Travel & Expense Report.
- d. Personal Car Usage. ACLPS will reimburse mileage in a privately owned vehicle (POV) driven on ACLPS business. Mileage costs will be reimbursed at the current Government approved rate (www.gsa.gov). This mileage allowance covers all automobile costs (e.g. gasoline, repairs, insurance, etc.). Total mileage cost for use of 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 ACLPS travel.
- e. Parking and Tolls. ACLPS will reimburse for parking and tolls incurred during ACLPS travel.
- f. 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 ACLPS related activities are reimbursable. When reimbursement is requested directly from ACLPS, written explanation of these charges must be attached to the Travel & Expense Report.
- c. Hotel Internet Charges. Reasonable charges for basic in-room Internet access will be reimbursed when such services are not available free of charge. Premium services will not be reimbursed.
- d. Number of Nights. For travel to ACLPS meetings, reimbursement is ordinarily limited to the nights of and/or one night prior to the meeting. Exceptions may be granted with appropriate authorization.

3. MEALS

- a. Individuals. Meal reimbursement is for actual and reasonable costs of breakfast, lunch and dinner; plus tips not to exceed 15% of the meal cost. Alcohol is not allowed for reimbursement and should be paid for with personal funds.

Entertainment expenses and other types of personal expenses not relating to these specific meals will not be reimbursed. The traveler should use institutional or government per diem guidelines to determine reasonable meal expenses (www.gsa.gov).

Total meal expenditures should not exceed \$75/day.

- b. Groups. 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.
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4. NON-REIMBURSABLE EXPENSES

- a. The following items are explicitly identified as non-reimbursable expenses:
 - i. Spousal travel.
 - ii. Upgrades to air travel, car rentals, or hotel rooms.
 - iii. Purchase of clothing, luggage, toiletries and other miscellaneous personal items.
 - iv. Supplemental travel or car rental insurance.
 - v. 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.
 - vi. Personal entertainment or recreational expenses.
 - vii. Conference registration fees, with the exception of ACLPS representatives to meetings specifically authorized by the Executive Council.

5. EXPENSE REPORTING AND DOCUMENTATION

- a. Required Documentation. To request direct reimbursement from ACLPS, the following documents are required:
 - i. Completed ACLPS Travel & Expense Report.
 - ii. Documentation of expenses as stipulated in the remainder of this Section.
- b. Documentation of Expenses. When filing for travel reimbursement directly from ACLPS, receipts submitted with the Travel & Expense Report must substantiate all expenses.

- c. Scanned or Photocopied Receipts. Scanned or photocopied receipts are acceptable, however 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.
 - f. Meal Receipts. Meal receipts must be itemized.
 - g. Timely Submission of Report. When requesting reimbursement directly from ACLPS, 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 and may not be reimbursed.
6. ACLPS-RELATED TRAVEL
- a. These travel guidelines apply to all ACLPS-authorized travel that is included in the annual budget. The YIAP director administers travel awards for the Young Investigator Award Program (YIAP). Other travel expenditures require prior approval by the President and/or Executive Council.
 - b. Travel approval for purposes not listed above should be requested from the ACLPS Treasurer at least 60 days prior to the travel date with due justification. The request is subject to review by the Treasurer and, at the Treasurer's discretion, by other officers of ACLPS. If the Treasurer requests such travel, then the request shall be directed to the ACLPS President. All such requests must be reported to the Executive Council at the Executive Council meeting immediately following final disposition of the request.
 - c. The ACLPS executive committee must approve reimbursement of travel expenses in response to unexpected situations for which advance notice is impractical.
7. AUTHORIZATION OF DEVIATIONS FROM THIS POLICY
- a. Authorization for ACLPS Activities. Authorization requests for deviations from the above policy for travel on ACLPS business, where expenses will be paid from the ACLPS budget, should be directed to the ACLPS President, except when the ACLPS President is the traveler. When the ACLPS President is the traveler, authorization should be requested from the ACLPS President-Elect or ACLPS Executive Council.

Document History

Approved by Executive Council on March 3, 2014.