

AUCD Travel Expenses and Reimbursement Policy

Purpose

AUCD will reimburse consultants (including fellows, ambassadors, and trainees) for the following costs incurred while traveling on authorized AUCD association business. The purpose of this policy is to ensure that travel and other expenditures are appropriate and to provide a uniform and consistent approach for the timely reimbursement of authorized travel expenses incurred by consultants. When incurring business expenses, AUCD expects consultants to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend AUCD's money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

This policy applies to all authorized AUCD travel expenses, regardless of the funding source(s). Travel paid by grants and/or contracts may be subject to additional travel expenses caps or restrictions further stated in the terms and conditions of the grant/contract award document. In such cases, AUCD staff will inform consultants of those restrictions.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a signed expense report. The expense report must include:

- The consultant's name.
- Date(s) and purpose of the reimbursement.
- An itemized list of all expenses with a description of each for which reimbursement is requested.
- Total reimbursement.
- Consultant signature.

Receipts are required for all expenditures. For mileage reimbursement a Google map or other map showing mileage should be submitted as back up documentation for reimbursement.

The following is a guide for allowable travel expenses.

Air, Rail or Bus Tickets

Travel should be booked as far in advance as possible to take advantage of the cheapest and lowest fares. AUCD will reimburse consultants for the cost of coach/economy travel.

Any fare in excess of \$800 must be pre-approved by AUCD.

AUCD will not reimburse consultants for tickets purchased with frequent flyer miles.

Local Travel and Ground Transportation

Incurred local or ground transportation expenses for AUCD business including subway, bus, taxi, and parking and personal automobile will be reimbursed with receipts. See below for additional guidelines for personal automobile use.

Personal and Rental Car Use

Consultants will be compensated for use of their personal cars when used for AUCD business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved US General Services Administration (GSA) rate per mile. The following is a link to the currently approved GSA rate:

<http://www.gsa.gov/portal/content/100715>. Consultants are expected to take the most expeditious and direct route. Note that gas is not reimbursed, only mileage.

Parking and toll expenses, including charges for hotel parking, incurred by consultants traveling on business will be reimbursed. The costs of parking tickets, fines, etc., are the responsibility of the employee and will not be reimbursed.

In general, car rental is not an allowable expense unless pre-authorized by AUCD.

Lodging

Lodging reimbursement is applicable for all out-of-state travel or non-local travel. Consultants traveling on behalf of AUCD may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness.

Many times meetings and conferences will offer reduced rates for hotels; consultants should take advantage of those rates and not stay at more expensive hotels.

Meals/Other Incidentals

Meal reimbursement is applicable for all out-of-state or non-local travel. Actual costs of meals (including tips and taxes) purchased during travel will be reimbursed with receipts. Meal reimbursements, as a general rule, should not exceed the applicable federal daily per diem meal rate. For a complete listing of domestic per diem rates, go to this website:

<http://www.gsa.gov/portal/category/21287>. AUCD will reimburse consultants for meals that are not otherwise provided as part of a meeting or conference.

Alcoholic beverages consumed while traveling will not be reimbursed by AUCD.

AUCD does not reimburse incidental or personal expenses such as entertainment, newspapers, magazines, or charges incurred because of indirect or extended travel for personal reasons.