



Policy on Staff/Volunteer Travel and Reimbursement

Purpose

- AOAC recognizes that from time to time staff, members and volunteers may be required to travel or incur other expenses to conduct AOAC business and to further the organization's mission.
- The purpose of these policies and procedures is to ensure that travelers are reimbursed for expenses that are reasonable and necessary for conducting AOAC business; that adequate controls are in place; and, provide a uniform and consistent approach for timely reimbursement and allocation of travel business expenses.

General Policies

- In determining the reasonableness and necessity of travel expenses, AOAC will consider the ways in which the Association will benefit from the travel and weigh those benefits against the anticipated costs of the travel.
- Receipts must be submitted for expenses.
- AOAC reserves the right to decline reimbursement of any expenses not covered under these policies and procedures. If you have questions, please consult AOAC Accounting Department before booking travel.
- Exceptions to these policies and procedures require the prior approval of the Executive Director.

Air Travel:

- Air travel reservations should be made as much in advance as possible to obtain the best possible fare.
- Traveler should attempt to take the most cost-effective approach when booking flights by also considering factors such as airline baggage fees, local transportation, airport location, time saved by direct flights, etc.
- AOAC will pay or reimburse traveler for Economy (coach) fare only.
- Upgrades in air travel class will be at the traveler's expense.
- Traveler may retain frequent flyer program benefits. However, participation in these programs must not influence flight selection beyond the lowest available airfare.
- AOAC will not reimburse associates for personal items lost while traveling on business.

Hotels:

- AOAC will pay or reimburse hotel charges at reasonable rates for a standard room at the AOAC meeting hotel.
- Expenses for personal items (e.g. toiletries, clothing, shoe shines, in-room movies) are not reimbursable.
- The original itemized hotel bill must be submitted with your expenses.

Ground Transportation:

- Ground transportation for travel between airport/rail station and meeting hotel will be reimbursed.
- **Taxis/Uber:** AOAC will pay or reimburse taxi fare for business-related travel. Taxi receipts must be submitted with your expenses.
- **Rental Car:** AOAC will consider reimbursement for rental car fees, if less expensive than taxi fare or other local transportation during the business trip (due to geographic considerations, etc).
- **Personal Car:** AOAC will pay or reimburse the expense of the use of a personal car for business-related purposes at the per-mile amount specified by the GSA POV schedule. AOAC will not reimburse for towing expenses or parking or traffic violation fines.
- **Parking/Tolls:** AOAC will pay or reimburse the expense of tolls and reasonable parking fees (including airport parking). Parking receipts must be submitted with your expenses. For overnight airport parking, AOAC will reimburse for economy lot rates only.

Meals:

- AOAC will pay or reimburse the traveler for meals while on AOAC business. Meal expenses in excess of average per diem allowances found on the GSA website may not be reimbursed in full.
- Itemized receipts must be submitted with your expenses.

Approvals:

- To be reimbursed for expenses incurred in conducting AOAC business, travelers should submit an AOAC-issued expense report with itemized receipts. Expenses may not be reimbursed if not approved in advance.
- You must submit expense reports using the approved form within 30 days after the expense is incurred. Allow 30 working days for processing expense reports. Staff expense forms must be approved by an immediate supervisor.
- Itemized receipts are required for all expenses. If no receipt is available, you should indicate “No Receipt” on the expense report; expenses over \$25.00 without a receipt may not be reimbursable.

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Revision History

Approved – October 2, 2018 Board of Directors

Revised – March 13, 2023 Board of Directors