TRAVEL REIMBURSEMENT GUIDELINES

GENERAL
These policies describe guidelines for staff and volunteer leaders when traveling on behalf of ACBSP. Expense reports are due within 30 days of completion of the trip with original receipts or explanation for a lack of receipt fully documented. A credit card receipt is generally not acceptable. A standard form for reimbursement is available from ACBSP offices. For staff that travel, a corporate credit card is available. For volunteer leaders attending meetings of any of the four governing Boards and for staff attending these meetings, lodging and other expenses in the hotel will be added to a master account. Purchase of airline tickets may be done by booking the flight and requesting reimbursement or contacting the ACBSP offices for assistance.

APPROVAL
The IRS requires and sound business practices dictates that any time a volunteer or staff member is reimbursed for expenses an independent person must approve the expense. In general, that approval must come from a management level one higher than the recipient of the reimbursement.

CASH ADVANCES
Cash advances of up to $300 for extended trips will be granted to ACBSP staff. The advance is considered a loan which must be repaid to the extent funds are not documented as expended for a business purpose. Cash advances are not provided to volunteer leaders.

USE OF ECONOMICAL TRAVEL
Staff and volunteer leaders are asked to investigate and use the most economical travel available. Examples are additional travel time to an airport that is not as convenient, use of a rental car in lieu of personal car, use of an airport shuttle service instead of taxi, special internet air fares, and stay over for an additional night. Please know this activity is sincerely appreciated and is in addition to the valued service you are already rendering as a result of volunteer work or as a staff member. The Executive Director will consider such activities in approval of expenses that would otherwise not be reimbursed when it is shown with explanation and details on the submittal that the savings far exceeded the incurred expense and the expense was directly related to the savings that occurred during the same trip for which reimbursement is sought. ACBSP will provide reimbursement for arrival one day in advance of any scheduled meetings in the case of international travel.

AIR AND RAIL TRAVEL
Transportation must, when possible, use the most economical route given the circumstances. Under the circumstances of international travel of longer than ten hours on any one leg of travel, business class or first class travel may be requested and shall be granted only upon prior written approval in advance with the difference in costs clearly stated and circumstances of the travel documented in the request. Approval of business or first class travel in the case of site visits must be by the business unit being affirmed or reaffirmed for accreditation. Approval in case of volunteer leader travel or travel by the Executive Director will be by the President. Approval of travel by staff for staff related travel will be by the Executive Director. In all other cases, coach and tourist service provides adequate transportation and must be used. Upgrade travel arrangements such as coach plus or early boarding will be at your own expense. ACBSP will reimburse what the approximate coach travel expenses are computed to be if an upgrade is submitted on an expense report.

The accumulation of miles or points by participating in airline or rail promotions is for personal benefit of the individual. If this increases the cost of the ticket or an upgrade in level of service is utilized and this action increases the cost of the ticket, the volunteer or staff must reimburse ACBSP for the difference. ACBSP does not reimburse for any change fees incurred unless this is authorized in advance and an explanation provided. ACBSP will consider, on a case-by-case basis, reimbursement of the full cost of the ticket for site evaluators when the trip is cancelled or postponed by the institution.

TAXI FARES, SHUTTLE, AND CAR RENTAL
The use of a car rental must be justified as an economical need or business use and not as a matter of personal convenience. ACBSP will reimburse for purchased insurance, gasoline, and parking and toll expenses for car rentals. ACBSP cannot authorize reimbursement for speeding or parking tickets or

August 6, 2014
accident or personal liability incurred by a staff or volunteer in use of a rental car. Taxi shared ride services or shuttle services should be utilized whenever possible.

AUTO EXPENSES
Staff and volunteers using their personal car on authorized ACBSP business (including local errands) will be reimbursed at the prevailing IRS rate plus out of pocket expenses for tolls, parking, but not gas, oil, etc. In no case shall reimbursement exceed the amount that would have been paid if the volunteer or staff had traveled on the most economical coach fare for air or rail or car rental. In the event of an accident while on ACBSP business, the volunteer’s or staff’s personal auto insurance will be responsible for liability claims. Nor will reimbursement be provided for fines or penalties imposed for violation of laws occurring during the use of a personal vehicle while on ACBSP business.

LODGING
Charges for lodging are allowed for accommodations comfortable and adequate at rates reasonable for the particular location. Extended stays for personal convenience are not permitted and all lodging and meal costs associated with such stays must be deducted prior to submittal for expense reimbursement. Meals and lodging expenses for an additional night stay over to secure a more economical airfare will be reimbursed and is encouraged as long as the additional cost of a room, tax, and meals are considered.

MEALS
Reasonable actual meal expenses will be allowed while on ACBSP travel. When meals are provided as part of registration or site visit, the volunteer or staff must utilize these meals—reimbursement of other meals will be denied.

ENTERTAINMENT
Reasonable expenses for entertaining ACBSP guests and business associates are allowed provided such expenses are incurred primarily for business purposes. The nature of the business, the location and the names of individuals must be documented.

TELEPHONE AND COMMUNICATIONS
Expenses incurred for telephone and internet charges will be reimbursed if in the conduct of association business or to a home phone while traveling on business. Use of direct dial long distance services in hotel rooms is strongly discouraged. Phone cards or use of cell phones offer viable alternatives.

SPOUSE OR GUEST EXPENSES
Expenses for spouses or guests of staff members or volunteer leaders will not be reimbursed unless the spouse or guest has a deliberate business purpose in attending. When accompanying a volunteer or staff member, reimbursable expenses include shared housing, taxi fare, or similar situations and, for staff, attendance at meal functions provided as part of the scheduled meeting activity.

TIPPING EXPENSE
Tipping for ordinary service should meet the standard practices of $1 to $2 per bag and between 15% and 20% for wait service. Extraordinary service may justify more. Shuttle, concierge, maid, bell staff, and parking attendant services tipping should be in proportion to the service rendered. Whenever possible, tips to bell staff for movement of boxes at the Conference should be added to the master bill.

EXPENSES WHICH ARE NOT REIMBURSABLE
The following is a partial listing of expenses which are generally not reimbursable under ACBSP policy unless a business use and purpose is well documented.
1) Entertainment for personal or social reasons such as theatre, movies, concerts, sporting events, etc.
2) Gifts to business associates or ACBSP employees.
3) Personal items such as clothing, luggage, toiletries, haircuts, laundry, etc. Use of laundry services may be permitted when on extended travel or in case of emergencies.
4) Mileage reimbursement for commuting in conjunction with business travel.
5) Use of spa services, except daily charges for use of fitness center or pool facilities is permitted.
6) In-room movies, gift shop expenditures, and other similar expenses in a lodging facility.
7) Personal services such as babysitting, rental of car primarily for personal use, and expenses for accompanying children.