

ASHI FINANCIAL POLICIES – TRAVEL & MEETINGS

Approved by Board of Directors January 19, 2019

Revised document approved September 22, 2019

I. Requests for Reimbursement – General Policy

- a. No reimbursements for expenses over stated cost limits will be made without prior approval from the ASHI Executive Office.
- b. All requests for reimbursement of travel expenses must be submitted on a current ASHI Travel Reimbursement Voucher within 30 calendar days of the completion of travel. After 30 days following completion of travel, reimbursement requests should be sent to the ASHI Treasurer with an explanation for the delay in submission. If approved, the Treasurer will forward the request to the Executive Director for payment.
- c. Reimbursement is limited to allowable expenses incurred by and for the individual conducting business for ASHI. Expenses associated with companion travel are not reimbursable and must be distinguishable on itemized receipts.
- d. Original, fax or scanned copy of **itemized, dated receipts** showing the detail for all reimbursable expenses must accompany the Travel Reimbursement Voucher.
- e. Reimbursement will be distributed approximately one month after the approved expense form is received by the ASHI Executive Office.
- f. ASHI reserves the right to reject any request for reimbursement that is not deemed a reasonable expense incurred while conducting business for ASHI.
- g. If combining personal travel with ASHI travel, all personal expenses should be kept separate and not submitted for reimbursement. Examples of expenses that will not be reimbursed include but are not limited to additional hotel charges for companions, excessive transportation fees to and from social dinners/events or due to extended stays, bar tabs, additional hotel nights.
- h. ASHI reserves the right to request further information/documentation for any reimbursement.
- i. Any expense not included in this policy will not be reimbursed by ASHI.
- j. The Treasurer reviews and approves the expense report of the Executive Director.

II. Airfare – General Policy

- a. Airfare must be booked through ASHI's travel agency approved by the ASHI Board of Directors at least 21 days in advance of travel unless circumstances are beyond the traveler's control and prior approval has been obtained from the ASHI Executive Office.
- b. Coach class (including economy, excursion or promotional seating) must be used. Airlines may require additional fees for seat selection at the time of ticket purchase as opposed to seat assignment at check-in. These fees can be applied by the agency so long as the total ticket cost is below the designated rates for domestic (\$700) or international (\$1,200) fare. This does not include upgrades to a higher seat class, priority boarding or other personal amenities. ASHI will reimburse for one checked bag meeting airline requirements for standard size and weight.
- c. Individuals may choose to upgrade from coach class or add personal amenities such as priority boarding, preferred seating or extra baggage by paying the difference in cost at their own expense.

d. The traveler is financially responsible for any alterations to his/her itinerary unless otherwise approved by the ASHI Executive Office.

e. If while on official ASHI business a traveler's flight is delayed such that an overnight stay is required, ASHI will reimburse any additional expenses incurred for hotel and meals during that delay that are not paid for by the airline. These expenses are subject to the limits outlined in this policy.

III. Ground Transportation/Parking – General Policy

a. Limo service and rideshare upgrades from basic options are not authorized.

b. Actual expenses incurred for use of ground transportation (taxis, ride shares, airport shuttles) will be reimbursed provided original, fax or scanned copies of itemized, dated receipts are submitted.

c. For rail service, coach class (including economy, excursion or promotional seating) must be used. Original, fax or scanned copies of itemized, dated receipts must be submitted for reimbursement.

d. Valet parking is not a reimbursable expense.

e. Parking expenses will be assessed on a case-by-case basis depending on length of stay and location of parking facility with reimbursement of reasonable expenses provided original, fax or scanned copies of itemized, dated receipts are submitted. Economy and low fare parking options are recommended.

IV. Car Rentals & Personal Automobile Use – General Policy

a. Car rental requires prior approval from the ASHI Executive Office. Car rentals will only be authorized in lieu of air travel or local ground transportation if documentation reflects that the costs of the rental will be less than the lowest available alternative ground transportation (such as taxi cab or shuttle) or airfare. Approved documentation illustrating that a car rental is the most cost-effective transportation includes Internet screenshots of websites showing prices for airfare or ground transportation; hard copy quotes or published rates.

b. When renting a vehicle, individuals should always request a mid-size or smaller car. Additional insurance coverage offered by car agencies is optional. It is the traveler's responsibility to fill up the tank of gas prior to returning the car, to save paying high fees for the car rental agency to refuel the car.

c. If the traveler elects to drive his/her own car in lieu of air travel, he/she will be reimbursed at the current IRS rate plus tolls up to a total amount not to exceed the cost of air travel (coach class) or car rental for the same trip. Gasoline, oil, towing and repair work are not reimbursable.

d. Travel to and from the airport in the traveler's private car is reimbursed at the current IRS rate per mile plus tolls.

e. Only mileage which is substantiated in writing will be reimbursed. Acceptable proof of miles driven includes Google Maps or Mapquest (or similar) directions with mileage listed. Odometer readings are not considered written proof.

V. Meals/Beverages/Gratuities – General Policy

a. A per diem of \$100 per documented overnight stay is granted for meals, beverages and all gratuities.

b. If travel does not require an overnight stay, all expenses must be reasonable and original fax or scanned copies of itemized receipts must be furnished to receive reimbursement not to exceed \$100.

c. If travel includes attendance at ASHI events where meal(s) are provided and requires an overnight stay, all expenses must be reasonable and original fax or scanned copies of itemized receipts must be furnished to receive reimbursement.

VI. Hotels – General Policy

- a. Actual lodging expenses are allowed up to \$225 per day (not including taxes) unless circumstances warrant an exception and are approved by the ASHI Executive Office. The individual must pay the hotel bill. The only exception is for large group functions sponsored by ASHI where special group arrangements have been arranged and room and tax are to be billed to the master account.
- b. A credit card must be presented for incidental expenses. Appropriate and reasonable expenses will be reimbursed if an original, fax or scanned copy of an itemized receipt is provided. Personal amenities including, but not limited to movies and dry cleaning, are not reimbursable.
- c. Internet connectivity or wireless costs will be reimbursed provided the expense is shown on the hotel invoice or other itemized receipt.
- d. Fees for licensed service animals will be reimbursed with prior approval from ASHI Executive Office. Fees for companion pets will not be reimbursed.