

Travel policy

Employees, Board Members or other Society Representatives who travel on behalf of the Societies are expected to exercise good judgment when incurring travel costs. An employee may be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties. Only travel expenses related to Society business shall be reimbursed from original receipts submitted to support all travel expenses. Reimbursement should not be claimed for items provided free of charge, not personally paid for by the claimant, previously reimbursed by any source, or costs which will be paid or reimbursed from any other source in the future.

Reimbursement for air travel is limited to the "lowest logical fare" that uses a regularly scheduled commercial carrier. Most federal grants require that U.S. flag carriers be used to the maximum extent possible for air travel. Reimbursement is not allowed for the imputed value of frequent flyer vouchers or points used to travel on Society business, vouchers for bumping, discount coupons or other instruments. Such discount instruments, if earned as a result of personal travel, should be used for subsequent personal travel. The Society pays only for direct flights. The traveler must pay for any personal flights. If there is a cost saving or no additional charge for the personal flight, attach an explanation and cost comparison.

Meal claims must be actual, reasonable and necessary and represent the amount actually spent, if the receipt covers several members please note on the receipt the individuals covered. The Societies do not have per diems only actual expenses will be reimbursed. The original invoice/receipt is the original document issued by the supplier or service provider to document a business transaction. Examples of original receipts include point-of-sales receipt, supplier invoice, or on-line order confirmation.

Use of personal vehicle for business travel and the expectation of reimbursement of mileage is limited to the "lowest logical fare" to fly commercially. The "lowest logical fare" is defined as the least costly fare that:

- Uses a regularly scheduled commercial carrier.
- May require one plane transfer both departing and returning.
- Departs from the airport nearest to your location, or at the discretion of the employee/board member, from an airport offering a fare which is more cost effective, including parking, mileage or additional overnight stays.

Tips/gratuities for housekeepers, bellhops, etc. excluding meals and taxis; are limited to \$2.00 per day of arrival, \$2.00 per day of departure, \$2.00 per night of stay.