

ADSA® Expense Reimbursement Policy

General: Whenever possible, ADSA volunteers and invited speakers are to combine trips, or use other available sources of funding, prior to submitting expenses for reimbursement. Reasonable expenses and support shall be reimbursed for authorized / official business conducted in behalf of ADSA, in accordance with the following expense reimbursement policy.

Personal Expenses

Items of a personal nature incurred while traveling are not reimbursable, including phone, laundry, movies, flight and medical insurance.

Non-reimbursable Expenses

Speaker honorariums for ADSA stand-alone meetings will not be paid without the advance written approval of the ADSA Executive Committee. Monetary support will not be provided to speakers for presentation preparation.

Receipts

With the exception of mileage reimbursement and expenses less than USD 5.00, receipts are required for all expenditures.

Expense Report Form

Expenses are to be reported on an ADSA Expense Report, available on the ADSA home page (under About ADSA). Expense reports must be signed and submitted with full receipt documentation. All expense reports shall be submitted in USD, and all reimbursements shall be made by check in USD only. Expense reports must be submitted no later than one month following the conclusion of a trip. For other types of expenditures, expense reports must be submitted within 30 days of date incurred.

Air Fare

Domestic air travel will be economy class only, purchased at least 21 days in advance. If a 21-day advance purchase fare is not available, advance approval of the ADSA Executive Director, or ADSA Treasurer, is required.

International airfare will be purchased at least 21 days in advance and will be reimbursed up to USD 1,000. Fares in excess of USD 1,000, as well as any international airfare that does not meet the 21-day advance purchase requirement, must be approved in advance by the ADSA Executive Director, or ADSA Treasurer.

Ground Transportation

Whenever possible, travelers are encouraged to utilize the lowest cost form of transportation, including airport shuttle service, light rail where available, or sharing cabs. Where this is not practical, taxi service may be used. Use of personal vehicles will be reimbursed at the then current IRS mileage reimbursement rate (\$.505/mi. through 6/22/08; \$.585/mi. 6/23/08 through 12/31/08). For longer trips, mileage reimbursement is limited to the 21-day advance purchase airfare, plus round trip cab fare from home to airport. Please submit screen shot of (at least) 21 day advance purchase airfare quote when seeking reimbursement for extended driving trips. Parking will be reimbursed. For trips more than one day in duration, travelers are expected to use long-term airport parking facilities.

Car rentals are discouraged. When absolutely necessary, intermediate size or smaller sedans should be rented. Larger cars and vans are not allowed unless approved in advance by the Executive Director, or ADSA Treasurer. Travelers are expected to use credit cards that provide collision damage coverage when renting cars.

Hotel

ADSA Official Functions: All hotel stays are to be at the hotel(s) reserved for the ADSA function, where room and tax will be charged to a master account. This will permit ADSA to meet the room nights guaranteed to the hotel(s). In those rare cases where a different hotel is selected by the traveler, the room nights will be reimbursed up to the ADSA rate, plus applicable tax.

ADSA / Discover Conferences Invited Speakers: All travelers are encouraged to depart in the evening of the last meeting day to save hotel nights, whenever possible. A maximum of two nights at the headquarters hotel shall be reimbursed for a one-day meeting; three nights for a two-day meeting, four nights for a three-day meeting, five nights for a four-day meeting, and six nights for a five-day meeting.

Hotel room rates in excess of USD 250/night (including applicable tax) for all other travel must be approved by the Executive Director, or ADSA Treasurer, in advance.

If necessary, internet service will be reimbursed. Travelers are expected to use cell phones or calling cards during hotel stays.

Meals

Meals are limited to a maximum of \$50.00 per day, including tax and gratuity. Amounts in excess of this may be considered with suitable justification if they are approved by the ADSA Executive Director, or ADSA Treasurer, in advance. Receipts for meals/food and beverage purchases are required.

Adopted 6/11/07; Updated Mileage Reimbursement: 6/25/08