

AACC TRAVEL REIMBURSEMENT POLICIES & PROCEDURES

I. GUIDELINES

AACC policy is to reimburse individuals for approved, reasonable, proper and necessary travel expenses incurred in conjunction with approved AACC activities. AACC activities include ACC and other AACC-sponsored conferences, workshops, and symposia. In the following, "AACC" is understood to refer to any authorized AACC activity. Reimbursement should be sought from the appropriate AACC activity.

Only expenses necessary to the transaction of AACC business, incurred in connection with the individual's designated AACC responsibilities, will be reimbursed. Expenses incurred on behalf of ACC or another authorized AACC activity are usually budgeted to, and reimbursed from, that activity.

AACC does not provide advances for travel related expenses. Actual expenses incurred on behalf of AACC are reimbursed after travel.

In all cases, reimbursement will be made on the basis of the lowest reasonable rate. Expenses incurred over the lowest reasonable rate will be borne by the traveler. In cases where explicit guidance is not provided in this document, or where deviation from these policies is desired, the traveler should seek clarification and obtain authorization prior to booking fares, or making other travel commitments.

It is preferred that the individual uses an institutional account for travel reimbursement and validation of expenses, which will then be reimbursed to the cognizant institution. In the event that this arrangement is not possible, reimbursement should be requested directly from AACC, ACC, or other AACC activity, according to the policies and procedures stated below.

II. POLICIES AND PROCEDURES

1. TRANSPORTATION

a. **Air Travel.** All persons traveling on AACC business are expected to book advance purchase, non-refundable, economy class, coach fare tickets when feasible. AACC reimburses only the lowest reasonable rate, regardless of carrier. Any persons seeking to book higher-grade economy seats, or full coach fares, must obtain appropriate authorization prior to booking.

In cases where cancellation fees/penalties are incurred as a result of a change of plans, the fees will be reimbursed if there is a valid business reason for the change. When reimbursement is requested directly from AACC, written explanation of such fees must accompany the Travel & Expense Report.

Reasonable service fees for travel agents will be reimbursed.

Business class travel may be partially reimbursed when authorization is obtained prior to booking. Under no circumstances will reimbursement exceed the cost of the lowest available advance purchase, non-refundable, economy class, coach fare. A quote for such a fare must be provided and approved prior to booking and included with the Travel & Expense Report.

b. **International Travel.** Authorization for travel originating or terminating outside of North America must be sought prior to booking. Otherwise, international travel is subject to the same policies and procedures as other travel. Pre-approval may be given for multiple trips in a specified time period or for a specified purpose.

c. **Ground Transportation.** Taxis and/or public transportation are usually the lowest cost and preferred method of ground transportation. Other forms of ground transportation, such as rental cars or private car services, should be used only when they provide a clear cost advantage, or when required for performance of AACC duties. When reimbursement is requested directly from AACC, such usage must be justified in a written explanation attached to the Travel & Expense Report.

d. **Personal Car Usage.** AACC will reimburse mileage in a privately owned vehicle (POV) driven on AACC business. Mileage costs will be reimbursed at the current Government approved rate (www.gsa.gov). This mileage allowance covers all automobile costs (e.g. gasoline, repairs, insurance, etc.). Total mileage cost for use of personal car on a business trip is limited to economy airfare to the same destination. Repairs to personal cars

will not be reimbursed even if these costs result from AACC travel.

- e. **Parking and Tolls.** AACC will reimburse for parking and tolls incurred during AACC travel.
- f. **Other Means of Transportation.** Travel by other means (e.g., train or rental car) will be reimbursed at the actual cost, not to exceed the lowest airline fare for the same itinerary.

2. LODGING

- a. **Lodging Costs.** Accommodations that meet business and personal needs, and offer good value should be selected whenever possible. Travelers should use standard single room accommodations at medium range hotels. When attending an event associated with an official event hotel, travelers will be reimbursed for lodging costs at the event rate. The additional cost of room upgrades (e.g.; suite, executive floor, room with a view, etc.) is not reimbursable. Lodging expenses must be documented in the Travel & Expense Report with an itemized receipt.
- b. **Hotel Phone Surcharges.** Personal phone calls are not reimbursable. Phone charges incurred as a result of AACC related activities are reimbursable. When reimbursement is requested directly from AACC, written explanation of these charges must be attached to the Travel & Expense Report.
- c. **Hotel Internet Charges.** Reasonable charges for basic in-room Internet access will be reimbursed when such services are not available free of charge. Premium services will not be reimbursed.
- d. **Number of Nights.** For travel to AACC meetings, reimbursement is ordinarily limited to the nights of and/or one night prior to the meeting. Exceptions may be granted with appropriate authorization.

3. MEALS

Individual meal reimbursement is for actual and reasonable costs of breakfast, lunch and dinner; plus tips not to exceed 15% of the meal cost.

Entertainment expenses and other types of personal expenses not relating to these specific meals will not be reimbursed. The traveler should use institutional or government per diem guidelines to determine reasonable meal expenses (www.gsa.gov).

Total meal expenditures should not exceed \$75/day.

If reimbursement is requested for meal expenses covering multiple travelers, or greatly in excess of reasonable costs, a written explanation must accompany the Travel & Expense Report.

4. NON-REIMBURSABLE EXPENSES

The following items are explicitly identified as non-reimbursable expenses:

- Spousal travel.
- Upgrades to air travel, car rentals, or hotel rooms.
- Purchase of clothing, luggage, toiletries and other miscellaneous personal items.
- Supplemental travel or car rental insurance.
- Fines, penalties, or legal fees, except where unavoidably incurred for valid business reasons, as detailed in a written explanation attached to the Travel & Expense Report.
- Personal entertainment or recreational expenses.
- Conference registration fees, with the exception of AACC representatives to IFAC Council meetings held during the IFAC Congress.

5. EXPENSE REPORTING AND DOCUMENTATION

a. **Institutional Invoice Versus Direct Filing.**

- i. **Institutional Invoice.** If the traveler is requesting reimbursement to an institutional account, the following documents are required: (1) completed AACC Travel & Expense Report, (2) copy of the expense report filed with the institution, and (3) an invoice or equivalent from the institution. In this case, documentation of expenses is made directly to the institution, according to the rules of that institution.

- ii. **Direct Filing.** If the traveler is requesting direct reimbursement from AACC, the following documents are required: (1) completed AACC Travel & Expense Report, and (2) documentation of expenses as stipulated the remainder of this Section.
- b. **Documentation of Expenses.** When filing for travel reimbursement directly from AACC, all expenses in excess of 25 USD or equivalent must be substantiated by receipts submitted with the Travel & Expense Report.
- c. **Scanned or Photocopied Receipts.** Scanned or photocopied receipts are acceptable, however each Travel & Expense Report must include a signed statement certifying that the claimed expenses are not being submitted for reimbursement elsewhere.
- d. **Lost or Missing Receipts.** In the event that it is impractical to obtain a required receipt or if such receipt has been inadvertently destroyed, the traveler should attach to the Travel & Expense Report a written statement to that effect, as well as an explanation of the expenditure involved.
- e. **Hotel Receipts.** Hotel receipts must be itemized, even though some items may fall below the 25 USD threshold.
- f. **Meal Receipts.** Submission of meal receipts is encouraged, even when they do not exceed the 25 USD threshold.
- g. **Timely Submission of Report.** When requesting reimbursement directly from AACC, the Travel & Expense Report must be filed within 60 days of travel. Travel & Expense Reports filed more than 60 days after expenses are incurred must be accompanied by a written explanation of the delay.
- h. **Tips to Expedite Payment of Travel & Expense Report.** These tips are designed to help all travelers. Please refer to the Travel Policy above for specific information.
 - i. Written explanations and authorizations, where appropriate, are needed for missing receipts or exceptions to the policy.
 - ii. The traveler's name, address, and the purpose and dates of trip should be identified on the Travel & Expense Report.
 - iii. Receipts for all expenses over 25 USD must be included with the Travel & Expense Report.
 - iv. Travel dates must match receipts.
 - v. Scanned or photocopied receipts are acceptable.
 - vi. Each Travel & Expense Report must include a signed statement certifying that the claimed expenses are not being submitted for reimbursement elsewhere.
 - vii. Hotel bills must be fully itemized.
 - viii. Retain copies of the Travel & Expense Report and all receipts for your records.

6. AACC APPROVED TRAVEL

- a. **AACC BoD Meetings.** AACC BoD Meetings are normally held twice a year. The Summer Meeting is held in conjunction with the ACC. The Winter Meeting may or may not be held in conjunction with IEEE Conference on Decision and Control (CDC). Only travel expenses related to the Winter BoD Meeting are reimbursable. Travel expenses for the Summer BoD meeting are not reimbursable, as it is expected that AACC Officers and Directors will be active participants in ACC.
 - i. One Director or Alternate, but not both, from each Society will be reimbursed for expenses for travel to the Winter BoD Meeting held in conjunction with the CDC. Reimbursement is limited to airfare and two nights of meals and lodging.
 - ii. Officers (President, President-Elect, Past-President, Secretary, Treasurer) will be reimbursed for travel to the Winter BoD Meeting held in conjunction with the CDC. Reimbursement will be limited to airfare and up to four nights of meals and lodging to allow Officers to attend ACC Program Committee and Operating Committee meetings held during the CDC.
 - iii. Officers and one Director or Alternate from each Society, but not both, will be reimbursed for travel to BoD meetings not held in conjunction with the CDC. Reimbursement is limited to airfare and up to three nights of meals and lodging.
- b. **IFAC Meetings.**
 - i. The AACC President and Secretary are eligible for travel reimbursement to attend the tri-annual IFAC General Assembly meetings on behalf of AACC.

- ii. The AACC representatives on the IFAC Council, Technical Board, and Executive Board are eligible for travel reimbursement to attend the annual meetings of these bodies. Advisors may be reimbursed if they have particular responsibilities at any of the annual meetings of the Council.
- c. **ACC Organizational Meetings.** The following travel expenses for planning and operation of ACC are approved. They are the responsibility of the respective ACC, and should be included in the conference budget.
- i. The ACC General Chair and Local Arrangements Chair and an experienced representative of AACC will be reimbursed for travel to help with site selection.
 - ii. The ACC General Chair, Program Chair and Local Arrangements Chair will be reimbursed for travel to pre-planning visits.
 - iii. When the ACC Program Committee meeting is not held in conjunction with the CDC, then ACC Program Committee members will be reimbursed for airfare, lodging, and meal expenses arising from travel to the Program Committee meeting. When the ACC Program Committee meeting is held in conjunction with the CDC, then ACC Program Committee members will be reimbursed for two nights of lodging and meals.
- d. **Other Travel.**
- i. Travel approval for purposes not listed above should be requested from the AACC Treasurer at least 60 days prior to the travel date with due justification. The request is subject to review by the Treasurer and, at the Treasurer's discretion, by other officers of AACC. If such travel is requested by the Treasurer, then the request shall be directed to the AACC President. All such requests must be reported to the BoD at the BoD meeting immediately following final disposition of the request.
 - ii. Travel in response to unexpected situations for which advance notice is impractical must be approved by the AACC executive committee.

7. AUTHORIZATION OF DEVIATIONS FROM THIS POLICY

- a. **Authorization for AACC Activities.** Authorization requests for deviations from the above policy for travel on AACC business, where expenses will be paid from the AACC budget, should be directed to the AACC President, except when the AACC President is the traveler. When the AACC President is the traveler, authorization should be requested from the AACC Vice-President or AACC BoD.
- b. **Authorization for ACC Activities.** Authorization requests for deviations from the above policy for travel on ACC business, where expenses will be paid from the ACC budget, should be directed to the ACC General Chair, except when the ACC General Chair is the traveler. When the ACC General Chair is the traveler, authorization should be requested from the AACC President.

8. ISSUES NOT EXPLICITLY COVERED BY THIS DOCUMENT

Issues arising that are not explicitly covered in this document should be resolved in the spirit of the guidelines presented in Section I. Other appropriate resources for resolving specific questions are the travel guidelines of the AACC Member Societies, and the US government reimbursement rates provided at www.gsa.gov.