

## REIMBURSEMENT POLICIES

**APPROVAL OF TRAVEL:** Reimbursement for travel to the annual conference should be sent directly to the Treasurer. All other travel reimbursements must be approved by the appropriate budget manager prior to submission to the Treasurer for payment.

### **AIR TRAVEL**

- \* An AMATYC leader will book his/her airline reservations, paying for the ticket him/herself.
- \* Travelers are expected to make good-faith efforts to secure lower fares when traveling on AMATYC business.
- \* AMATYC will reimburse airline travel, including taxes and fees, up to \$500 without prior authorization.
- \* Authorization must be obtained in advance from the Treasurer or President if the fare, including taxes and fees, exceeds \$500 per round trip. In the absence of the Treasurer, the President may provide authorization. **Failure to obtain authorization in advance will result in the traveler paying any amount in excess of \$500.**
- \* A traveler may be reimbursed for airfare prior to travel by submitting a reimbursement form and the receipt with itinerary. A copy of the printed receipt obtained at check-in or from the airline website must be submitted to the AMATYC Treasurer with the post-travel reimbursement form as evidence of travel.
- \* Receipts for air travel are required. Even if the air travel expense is billed directly to AMATYC or reimbursed directly to AMATYC or reimbursed prior to travel, a printed receipt obtained at check-in or from the website must be sent to the Treasurer with the traveler's post-travel reimbursement form. Itinerary, showing ticket price, and boarding passes may be substituted.
- \* A traveler may be reimbursed for the cost of one (1) checked bag for personal use. If additional baggage is required to transport materials or equipment related to AMATYC use, the cost of additional bags may be reimbursed with advanced approval of the Treasurer. **Receipts are required.**
- \* Persons being supported by AMATYC for travel to the conference will be reimbursed for ground transportation from the airport to the conference hotel at a maximum equal to the cost of one round trip on the Super Shuttle. (See Baggage Handling below for tips.) **Receipts are required.**
- \* The Treasurer must approve any request prior to purchase for ADA accommodations that exceeds the approved rate for the round trip.
- \* The Treasurer will notify affected persons of the approved airports and reimbursement rates for the upcoming conference no later than July 31st.

All air travel must be coach (tourist, economy, etc.) with reservations made at least seven days in advance. Efforts should be made to obtain discount fares. The best prices, exclusive of sales, are usually obtained if you book your transportation more than 21 days in advance. Tracking fares via Internet is encouraged.

**ALL PERSONS TRAVELING AT AMATYC EXPENSE ARE REQUIRED TO SEND PROOF OF AIRLINE TRANSPORTATION to the Treasurer, along with reimbursement requests, promptly after completing travel.**

All ticketing will be by e-ticket; any delivery costs incurred for paper tickets will not be reimbursed unless e-tickets are not available for that travel. The traveler must be sure to submit a printed or electronic copy of receipt obtained at check-in or from the airline website. **(BOARDING PASS STUBS AND ITINERARY showing ticket cost may substitute as proof of travel with Treasurer's approval.)**

Once an airline ticket is purchased, the President must approve any change in travel plans. If travel arrangements are changed for the convenience of the traveler and additional charges are incurred, the traveler will be responsible for any penalty or additional expenses incurred.

### **FOOD**

AMATYC reimburses food at a per diem rate of \$41 (maximum). No receipts are required. Partial day's food allowance: Breakfast - \$7.00; Lunch - \$11.00; Dinner - \$23.00. **If AMATYC provides meals for you, appropriate amounts should be deducted from the per diem food allowance for those meals provided by AMATYC.**

\*INTERNET: Board, conference coordinators, executive director, and office staff members who travel on AMATYC business and must access the internet to conduct business when free service in guest rooms is not available, may be reimbursed up to the maximum of \$15.00 daily. Reimbursement must be accompanied by appropriate receipts for internet service.

### **EXPENSES WITHOUT RECEIPTS**

Reimbursement for expenses WITHOUT RECEIPTS will be made only for:

\* FOOD (see above; indicate dates and number of "B," "L," "D" claimed on one line of the form.

\*MILEAGE: According to IRS guidelines set on **January 1, 2018 (\$0.545)** per mile times the number of miles driven). Please include a web-based mileage calculator showing actual mileage.

\*BAGGAGE HANDLING AND OTHER TIPS: Tips are reimbursed up to \$5 per person per hotel night stay. These include fees and tips given to porters, baggage carriers, and hotel staff. Gratuity for food is not included in this section.

\*ROUND TRIP GROUND TRANSPORTATION to and from the airport/hotel up to \$10 per round trip. Receipts must accompany reimbursement requests for greater amounts.

**Original or scanned receipts must accompany all reimbursement requests. If submitting request on paper, please staple the receipts together, but do not staple to the Reimbursement Form. If submitting electronically, all documents pertaining to the reimbursement request must be submitted in the same email as attachments. Scanned copies must be legible when printed. For more details about travel reimbursement, please refer to Section 6.10.2 of the AMATYC Policy and Procedure Manual.**

Reimbursement requests will be processed as quickly as possible. You can expedite the process by providing all of the required information listed on this form and by filing as soon as possible. If you have any questions concerning the filing of your claim, contact either the Treasurer or your Budget Manager. **All claims for reimbursement in 2018 must be received by the Treasurer by December 15, 2018.**  
revised January 1, 2018