



AMERICAN ACADEMY OF AUDIOLOGY POLICIES AND PROCEDURES

UPDATED 2020

**--EXCERPT RELATED TO BOARD OF DIRECTORS
TRAVEL POLICY--**

A. TRAVEL REIMBURSEMENT POLICY

1. **Board of Directors Meetings:** Reimbursement for travel and expenses shall be made for members of the Board of Directors attending scheduled meetings excluding the Academy Annual Meeting. Board members shall complete and submit a travel reimbursement form in accordance with IRS regulations.

Reimbursement parameters for Board of Directors meetings:

- i. *Air or automobile travel:* Board members should book coach travel 3 weeks in advance with a non-refundable ticket. A personal stop-over that may cause the price of the ticket to rise are to be paid by the traveler. Any changes to a ticket for personal reasons are at the expense of the individual. Airline mileage club affiliations must not take precedence over cost considerations. If a personal car is used for Academy business, a reimbursement of the currently accepted US Government [standard allowable rate](#) will be made by the Academy in addition to applicable tolls. Reimbursement will be provided for parking expenses at a reasonable rate.
- ii. *Airport transportation:* Airport buses or shuttles should be used for transportation to and from airports whenever possible. Car rentals for the purpose of getting to and from airports are only appropriate when it proves to be less costly than taxis or limousine.
- iii. *Meals:* Generally, all covered meals are provided by the Academy. The Academy does not reimburse for meals in transit or on travel days. The Academy does not cover any meals in transit, on travel days or if the individual chooses not to attend the board meeting. The Academy will not cover any incidentals such as mini-bar or bar tab expenses.
- iv. *Lodging:* The lodging rates at the hotels or locations used for meetings in most cases will be pre-negotiated by the Academy staff and the hotel expense directly covered by the Academy. Hotels are selected on the basis of their comfort, convenience and meeting reasonable business standards.
- v. When attending any approved function, the Academy will reimburse the traveler's lodging when the completion of official Academy business occurs too late in the day to permit the individual to complete travel home on that day.

- vi. Reimbursement for travel and all other expenses in excess of \$25 requires receipts and airline ticket stubs, as appropriate. Travel and expense vouchers must be completed and sent with receipts to the Academy Headquarters as soon as possible for reimbursement.
2. **Council, Committee, Task Force and working Group Chairs and Members:** Travel costs and other expenses (i.e. long-distance telephone calls) incurred by individual committee members will not be reimbursed unless approved by the Board of Directors prior to the expenses being incurred.
3. **Other Travel:** The travel of members of the Board of Directors, councils, committees, task forces or working groups will only be reimbursed for travel not previously included in the approved budget, at the request and with prior approval of the Academy President and Executive Director. Reimbursement for travel expenses to represent the Academy requires approval of estimated expenses by the President and Executive Director before commitment to the trip is made.
4. **Reimbursement parameters for all Academy-related travel, including staff, other than board meetings:**
 - i. *Air or automobile travel:* Individuals should book coach travel 3 weeks in advance with a non-refundable ticket. A personal stop-over that may cause the price of the ticket to rise are to be paid by the traveler. Any changes to a ticket for personal reasons are at the expense of the individual. Airline mileage club affiliations must not take precedence over cost considerations. If a personal car is used for Academy business, a reimbursement of the currently accepted US Government [standard allowable rate](#) will be made by the Academy in addition to applicable tolls. Reimbursement will be provided for parking expenses at a reasonable rate.
 - ii. *Airport transportation:* Airport buses or shuttles should be used for transportation to and from airports whenever possible. Car rentals for the purpose of getting to and from airports are only appropriate when it proves to be less costly than taxis or limousine.
 - iii. *Meals:* The Academy does not reimburse for meals in transit or on travel days. The Academy does not cover meals that are covered by the host of the meeting or event in which the Academy representative is participating. For meals not covered, the Academy will reimburse for a

maximum of \$12 for breakfast, \$18 for lunch, and \$50 for dinner per day. This is not a per diem amount; actual receipts must be provided and attached to an expense voucher for reimbursement. The dinner allowance of \$50 may include one alcoholic beverage. The Academy will not cover any incidentals such as mini-bar or bar tab expenses. If multiple Academy representatives are dining together, one person can opt to cover the cost and submit for reimbursement of **only those approved for Academy travel**. However, Academy staff members are not to pay for meal costs of members unless approved by the Executive Director.

- iv. *Lodging:* In some instances, hotel rates will be negotiated or identified by Academy staff and the lodging expense directly covered by the Academy. Otherwise, Academy representatives should make their own lodging arrangements with consideration to cost, convenience in location, and meeting reasonable business standards. Lodging costs that exceed a pre-determined budget for the travel event will require approval by the Executive Director.
- v. When attending any approved function, the Academy will reimburse the traveler's lodging when the completion of official Academy business occurs too late in the day to permit the individual to complete travel home on that day.
- vi. Reimbursement for travel and all other expenses in excess of \$25 requires receipts and airline ticket stubs, as appropriate. Travel and expense vouchers must be completed and sent to the Academy Headquarters as soon as possible after the completion of travel.