



AMERICAN ACADEMY OF AUDIOLOGY POLICIES AND PROCEDURES

EXCERPT: UPDATED 2025

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 Board meeting scheduled in conjunction with the Academy Annual Meeting*. Board members shall complete and submit a travel reimbursement form following 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.
- ii. *Airport transportation & parking:* Airport buses or shuttles should be used for transportation to and from airports whenever possible. Uber, Lyft, taxi, and other car services may be used and the expense reimbursed. Car rentals to get to and from airports are only appropriate when it proves to be less costly than taxis or limousines. If it is less expensive to drive and park at the airport, the Academy will reimburse for mileage to and from the airport and the parking expense.
- iii. *Meals:* Generally, all covered meals are provided by the Academy. The Academy reimbursement for meals on transit days may be dependent on the travel schedule. 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. Academy Annual Meeting: The Academy will cover up to 5 hotel nights for Academy board members, the Program Chair, and the SAA President.