

American Association of University Professors
TRAVEL EXPENSE REIMBURSEMENT POLICY
(Effective November 22, 2009)

Individuals authorized to travel on AAUP business are entitled to reimbursement of reasonable travel expenses. Before expense reports can be approved, however, submitted expenses must be reviewed and found to comply with AAUP policy, which incorporates IRS and DOL regulations. Expenses submitted that are not reimbursable will be deducted from the reimbursement.

In general, authorized travel should have a significant and demonstrable business purpose directly related to the AAUP's mission and goals. Budgetary oversight of the Association's travel expenditures rests with the General Secretary and the Chief Financial Officer. The heads of the Assembly of State Conferences and the Collective Bargaining Congress have authority to allocate funds, as budgeted, consistent with the overall goals and needs of the ASC and CBC.

TRAVEL AUTHORIZATION

AAUP National Meetings and Events

Travel authorization for attendance at AAUP Council, committee, and task force meetings is contained in meeting notices issued by the respective staff liaisons. Authorization for travel by speakers and guest presenters at AAUP meetings is provided in letters of invitation issued by staff, with the approval of the General Secretary.

When members represent the AAUP at events sponsored by the Assembly of State Conferences or the Collective Bargaining Congress, transportation costs for the individual should be borne by the budgets of the ASC or CBC.

AAUP Local (Chapter and Conference) Meetings and Events

Authorization for staff and members to represent the national AAUP at local chapter or conference events generally is obtained via a budget allocation or, in the absence of a prior budget allocation, via written authorization from the General Secretary or his or her designee. The chapter or conference will be expected to pay, at a minimum, for lodging and meals. If a chapter or conference offers to pay the full travel expense, the traveler is encouraged to accept.

Non-AAUP Meetings and Events

Authorization for members (other than the President) to represent the national AAUP at AAUP's expense at a non-AAUP meeting or event is obtained via a budget allocation or, in the absence of a prior budget allocation, via written authorization from the General Secretary or his or her designee, who will consult with the President as necessary.

Union-Related Meetings and Events

Authorization for members (other than the President) to represent the national AAUP at a union-related meeting or event is obtained via a written request to the chair of the Collective Bargaining Congress and, if approved, is funded from the CBC budget or by the inviting organization.

Grant-funded Travel

Claims for expense reimbursement to be charged to grants or contracts must meet the reporting and documentation requirements set forth in the contract or grant agreements. The traveler must ascertain in advance what special reporting or documenting requirements exist and whether prior approval of the contracting officer or grantor is required.

TRANSPORTATION

Transportation authorized for Association business includes automobile, railroads, airlines, buses, taxicabs, and other usual means of conveyance. All travel is to be by the most economical mode of transportation available, considering time, costs, health and safety considerations, and work requirements.

Air Travel

AAUP will authorize the purchase of **coach or economy class fares only**. Business-class fares will be paid by the Association only in extremely unusual circumstances, including for health reasons, and only upon advance approval by the General Secretary or his or her designee. Upgrades to business-class and fees for changes made after the ticket is purchased are the responsibility of the traveler and will not be reimbursed, except under extremely unusual circumstances, and only upon advance approval by the General Secretary or his or her designee.

Travelers should try to secure discount fares when possible and should purchase tickets sufficiently in advance to secure the lowest fares. The Association recommends searching the Internet for the lowest fares and then contacting the airline directly to compare prices. Travelers should try to secure super-saver or discount fares when possible; where travel plans are finalized with at least fourteen days lead time, travelers should purchase tickets at least 14 days in advance, or at the earliest time possible to secure the lowest fares.

When at least a \$200 reduction in airfare is achievable by staying over an additional night (i.e., Saturday night stays), the Association will authorize an additional night's stay and meal allowance for the following day.

To receive reimbursement for airfare, the traveler shall submit a copy of the receipt or confirmation of the flight that includes the price of the ticket. If the traveler is combining personal travel and AAUP travel, the traveler must pay for the travel out of personal funds and submit a reimbursement request to the AAUP for the portion that is attributable to AAUP business purposes. In order for reimbursement to be guaranteed, the traveler **MUST**, at least two weeks before the travel, obtain and print out an itinerary, with price, for the AAUP travel standing alone. The AAUP will then reimburse the traveler for the amount that the AAUP travel alone would have cost.

(For instance: John Doe plans to travel from Newark to San Francisco to see family for one week, and from there to San Diego for the Summer Institute, returning to Newark at the end. Assuming the Summer Institute travel is authorized, he may submit reimbursement for the portion of the trip that is attributable to the Summer Institute. To do so, he must submit both the receipt for the entire trip (to indicate that he booked the trip) and an itinerary showing how much it would have cost for him to fly directly from Newark to San Diego and back at the time of the

Summer Institute. The AAUP will reimburse him for the amount that it would have cost to travel only for the Summer Institute.)

With respect to changes to flight plans that incur additional costs: If the traveler has already made reservations and the Association requests that he or she change them (for instance, to come in early or stay late for an additional meeting), the Association will reimburse the traveler for necessary costs associated with the change to the itinerary. If the traveler changes his or her flight or other travel plans for personal convenience – for instance, to leave early on the Sunday of a Council meeting that has ended early – the Association will not reimburse the traveler for costs associated with that change.

Those who do not wish to use their personal credit cards to purchase their airfare should contact the Association's designated travel agency to purchase their air or rail tickets. Ticket costs are generally higher and include the agency's service fee. The agency will mail the ticket to the individual and direct bill the cost to AAUP. Staff will provide the travel agency's contact information in the meeting notice and will notify the travel agency as to the meeting times, participants, and appropriate budget code.

The travel agency will be happy to make personal reservations for individuals, but the costs must be billed to a personal credit card. No personal travel is to be billed to the AAUP.

Auto Travel

Auto travel is occasionally advantageous to the Association, whether by rental or the traveler's personal vehicle. The total auto expenses should not ordinarily exceed the cost of available economy airfare or other public transportation that would normally be used.

AAUP will reimburse the traveler for use of his/her personal vehicle at the per mile rate established by the IRS. This rate changes from year to year and is indicated on the expense report form provided by the Association. The mileage reimbursement covers the cost of operating the vehicle, including gas.

As required by the Department of Labor, the Association must maintain documentation indicating the dates of travel, the locations traveled to and from, the number of miles, and the business purpose for the trip. To satisfy the mileage requirement, the traveler should submit a printout indicating the mileage between the destinations (i.e., Google or Yahoo maps, or a AAA trip guide); if the traveler does not submit one, the AAUP will produce one. A difference of more than 5% between the traveler's submitted mileage and the map printout may not be reimbursable; reasonable detours for gas, meals, and breaks are, of course, permitted.

When a rental car is used, the traveler normally should rent the lowest cost vehicle available consistent with health and safety considerations. To receive reimbursement, the traveler shall submit the itemized receipt for the rental car (indicating in/out dates, mileage, and breakout of costs) and receipts for gas purchased during the rental period.

The AAUP will pay for reasonable parking costs; travelers should use their best efforts to use economy lots or other economical options when possible. The AAUP will not reimburse

travelers for parking tickets, speeding tickets, or other fines incurred in either a personal or rental vehicle.

Rail Travel

The use of intercity rail travel is encouraged when it is more economical than other forms of transportation. As with air travel, AAUP will authorize the purchase of **coach or economy class fares only**. Business-class fares will be paid by the Association only in extremely unusual circumstances, including for health reasons, and only upon advance approval by the General Secretary or his or her designee. Upgrades to business-class and fees for changes made after the ticket is purchased are the responsibility of the traveler and will not be reimbursed, except under extremely unusual circumstances, and only upon advance approval by the General Secretary or his or her designee.

Ground Transportation

Each traveler is expected to use the most cost-efficient ground transportation (to and from airports and within the city being visited), considering cost, time, availability, health and safety concerns, and scheduling. While lower air fares can often be achieved by flying into Dulles International or Baltimore-Washington International airports to attend a meeting in Washington, D.C., the ground transportation costs may offset that savings. Information is available on the AAUP website regarding ground transportation options from Washington, DC area airports and Union Station (rail); see _____ [on website]. Travelers are encouraged to use public transportation rather than taxicabs – including the Washington Flyer bus to Dulles airport or the MARC train to BWI – when available, reasonably convenient, and suitable for the traveler’s particular circumstances.

HOTEL ACCOMMODATIONS

Hotel accommodations in the D.C. area and for national meetings elsewhere are arranged by designated staff to cover room and tax for the required nights and are direct billed to the Association. (Note: The Association is exempt from taxes within the District of Columbia and must provide its tax-exempt number to DC vendors.) Travelers are generally required to provide credit card imprints at check-in to guarantee any personal charges, including meals, which are payable at checkout. Meal expenses may be submitted for reimbursement (see “Meal Allowance” regulations below). In-room movies and the mini-bar are considered personal expenses and are not reimbursable. Laundry and personal phone calls are also not ordinarily reimbursable. Payments for Internet service are reimbursable when the connection is used for AAUP business.

Double rooms shared by a traveler with individuals who are not on AAUP-authorized travel will be reimbursed at the single occupancy rate.

Travelers who wish to stay at a location other than the official meeting site may make their own reservations and will be reimbursed for the actual cost (receipt required), not to exceed the rate negotiated by staff for rooms at the official meeting site. The negotiated amount will be provided to travelers upon request.

Travelers must provide at least 72 hours notice of cancellation of AAUP-funded travel in order to allow the AAUP to cancel hotel rooms prior to the penalty period. If a traveler provides less notice and the AAUP is charged for the room, the traveler will be required to pay the cancellation penalty, except in extenuating circumstances (i.e., serious illness or death in the family) as approved by the General Secretary or his or her designee.

If, during AAUP authorized travel, the traveler wishes to extend his/her stay for personal reasons, staff will alter the in/out dates and notify the hotel that the additional nights are to be billed to the individual's credit card, to be paid by him/her at checkout. Chapter- or conference-funded travel shall not be paid for by the AAUP and billed back to the chapter or conference where the AAUP's tax-exempt ID number is involved; the chapter or conference will be responsible for paying those costs directly to the hotel or other vendor.

MEAL ALLOWANCES

Travelers should limit the cost of meals to no more than \$80.00 per day, including alcoholic beverages and tips, except in unusual circumstances. The General Secretary or Chief Financial Officer will make final determinations regarding requests for reimbursement of over \$80.00 per day.

To receive reimbursement, the traveler should submit itemized receipts. Meal receipts covering more than one person should indicate the names and titles of those persons and the business purpose of the meal, as required by the IRS and the DOL. In addition, where multiple people have split the cost of the bill, the bill must indicate the amounts and items charged to each person. Charges for persons not on authorized AAUP business (i.e., spouses, friends) should be subtracted from the total on the receipt and may not be submitted for reimbursement.

When a meal is incorporated into the agenda of a meeting or is included in the cost of meeting registration such that the Association has paid *in advance* for the cost of the meal, travelers who choose not to participate in the organized, pre-paid meal functions will not be reimbursed for charges incurred for the same meals taken elsewhere. For example, if breakfast and lunch are provided and paid for as part of the meeting (either because the entire meeting is being catered based on a head-count or because the traveler has indicated that he or she will be attending that meal), only dinner charges will be reimbursed.

When attending a meeting for which meal costs are included with the registration fee, those meal expenses should not be noted under "Meals" on the expense report. The registration fee (meals included) should be noted under "Other" expenses.

Alcoholic beverages may be purchased separately from meals when the reason for the gathering is clearly and directly related to a business purpose. Travelers must submit receipts indicating the names and titles of the persons involved as well as the business purpose of the meeting (and the allocation of the specific items ordered if the bill is paid by multiple people). Amounts spent must be reasonable; lavish or extravagant charges will not be reimbursed. The General Secretary or Chief Financial Officer will make determinations, where necessary, regarding reasonableness of the total charges. Charges for persons not on authorized AAUP business (i.e., spouses,

friends) should be subtracted from the total on the receipt and may not be submitted for reimbursement.

Hospitality functions at which alcohol is provided will conform to Association guidelines limiting that expense.

OTHER EXPENSES

Incidental expenses and the documentation required for reimbursement include:

- 1) tips for baggage carriers, hotel bellmen, housekeepers (no receipt required; maximum \$2.00 per incident)
- 2) tolls (actual receipts)
- 3) parking (actual receipts)
- 4) gas for rental cars (actual receipts)
- 5) meeting registration fees (actual receipts, with documentation from the organization or the traveler indicating whether meals are included)
- 6) business phone/fax expenses (actual receipts)

FILING TRAVEL EXPENSE REPORTS

Individuals authorized to travel on official business for the Association should **submit a Statement of Travel Expenses (copy attached) no later than 30 days after completion of travel**. Per IRS regulations, **no request for reimbursement will be honored after 90 days**.

Travel expense reports must be signed by the traveler and submitted to the appropriate staff liaison, who will sign, code, and submit the report to the Department of Finance and Administration. A reimbursement check will be mailed directly to the traveler (or designated entity) at the address indicated on the report.

The expense report should be accompanied by original receipts for all expenses.

Expenditures must comply with the standards for documentation established by the IRS. To make an "adequate accounting," the traveler must create and submit adequate records or sufficient evidence corroborating his/her own statements as to (1) amount, (2) time and place, and (3) business purpose of the listed expenditures, as well as (4) names and titles for meal reimbursements.

In computing the total reimbursement, the traveler is expected to subtract any amount payable to the Association, such as room or meal costs that include non-authorized persons (i.e., spouse or guests).