Improving Lives Through the Prevention & Treatment of Anogenital & HPV-Related Diseases

ASCCP Travel Policy for the Annual Meeting Faculty

The ASCCP Travel Policy: This policy covers travel activities for the Annual Meeting faculty.

This policy supersedes any and all such policies previously adopted by ASCCP for the Annual Meeting faculty. Staff shall ensure that this policy receives periodic review, and shall make appropriate recommendations (if any) to the Board of Directors or the Executive Committee.

Background:
ASCCP recognizes that its members are exceptionally dedicated and hard-working, and greatly appreciates their efforts and contributions as they work domestically and internationally on behalf of our members. This policy is based on the review of other society practices along with ASCCP's own and often unique situations.

Travel Policies:
Outlined below are reimbursable expenses for transportation, lodging, meals and other travel related costs.

- **Air Travel**
  Reimbursement for the cost of airfare will be as outlined below;
  - To ensure that the ASCCP obtains the optimal airfare price, ASCCP representatives are encouraged to book their travel at least (21 days) in advance of the meeting and to book domestic flights based on a coach airfare.
  - Prior approval from the ASCCP Treasurer and/or their staff designee before making the reservation will be required for:
    - Any **domestic roundtrip coach airfare (including the United States and Canada) over $500.**
    - Any **international roundtrip airfare (outside of the United States and Canada) over $1,500.**
    - ***ASCCP does not reimburse Business or First Class travel.***
  - Use of personal frequent flier miles will not be reimbursed by ASCCP. ASCCP representatives may upgrade their tickets using frequent flier miles, but this is not a reimbursable expense.
  - If an emergency should arise or schedules of meetings change, requiring changes to an ASCCP representative's travel plans after booking the initial travel reservation, ASCCP will pay for or reimburse for the service charge to change the reservation one time per trip. ASCCP representatives will please notify the staff liaison before the reservation is changed.
  - Personal automobile usage reimbursement in lieu of air travel will be reimbursed at the approved IRS mileage rate, not to exceed the lowest available roundtrip coach airfare.
- **Train**
  - To ensure that the ASCCP obtains the optimal price, ASCCP representatives are encouraged to book their travel at least (21 days) in advance of the meeting and to book travel based on a coach fare.
  - ASCCP does not reimburse First Class travel.
- **Lodging**
  The standard single rate hotel room charge will be included on the ASCCP master account whenever possible, and will be paid directly by ASCCP. All other room costs will be charged directly to the traveler's personal credit card.
  - ASCCP representatives are eligible for hotel reimbursement by ASCCP for the night prior to his/her speaking engagement through the duration of his/her speaking engagements and/or ASCCP approved obligations. If an ASCCP representative is unable to travel home due to the late ending of a course, ASCCP will reimburse one additional room night. Any additional room nights will be at the traveler's personal expense.

- If the traveler stays at a hotel other than the hotel provided by ASCCP, reimbursement will be the lesser of the two hotel costs.

Meals and beverages

ASCCP representatives will be reimbursed for the cost of meals on meeting days when ASCCP **does not** provide meals.

- If ASCCP provides meals, any meals purchased in place of those provided by ASCCP will not be reimbursed unless special circumstances are explained in the travel expense report, and approved by ASCCP Chief Executive Officer or staff designee.
- Reimbursement for meals is allowable during travel days.
- Meals not provided during the meeting will be reimbursed up to a maximum per Diem of $70/day. Receipts for $10 or more are required by ASCCP's auditors for reimbursement.
- For international travel, current exchange rates will be taken into consideration.

Transportation

- Taxi costs will be reimbursed for travel to and from the airport.
- Use of limousines or private drivers will be reimbursed at the same rate of local taxi fare.
- If deemed necessary, rental cars are permitted, but must be approved prior to rental by the ASCCP Chief Executive Officer and/or their staff designee.
- If using a personal automobile to and from the departure airport, the ASCCP will reimburse parking expenses (in the amount of economy parking only), and mileage at the approved IRS mileage rate.

Other Costs

- Business expenses through the hotel (including phone, fax and internet charges), will be reimbursed up to $15.00 per day. International exchange rates and prevailing costs will be taken into consideration.
- Tips will be reimbursed (apart from tips included in meal cost)
- Insurance
    - A travel accident policy (with reduced benefits payable to those ages 70 or older) covering all ASCCP representatives traveling on official business from the time they leave their home or offices, whichever is later, up to the time they return to their homes or offices, whichever is earlier, is provided by the National Office at its expense.
- Gap and Add-On Travel
    - Gap travel is defined as travel, food, lodging and incidentals (FLI) for days between ASCCP meetings or other travel on ASCCP's behalf, when the individual chooses to stay at one of the locations or somewhere in between, rather than return to their home and travel again to reach the next meeting destination. If deemed the most economical option for ASCCP, gap travel will be reimbursed at the above daily meal stipend, mileage allowance and lodging at a rate not to exceed the rate of the final destination lodging. ASCCP will not pay additional transportation costs for routing other than that required for official ASCCP business. Gap travel must be documented by ASCCP official financial records to preclude any interpretation that the gap travel results in taxable income to the individual involved.
    - Add-on travel is travel either before or after meetings of the Society at the sole discretion of the individual traveling. All add-on expenses, additional transportation costs to destinations other than home, food, lodging, and incidentals are the responsibility of the individual traveling.

Receipts

Receipts are required for all expenditures of $25.00 or more.

Non-Allowable Expenses

- Expenses for family members or personal guests outside of pre-approved ASCCP sponsored events.

- Cell phone expenses.
- Gym or health club fees.
- ATM fees or currency exchange fees.
- Other personal expenses not related to ASCCP business, (e.g. movies, barber and beauty salon, gift shop, flower shop, golf related activities, spa treatments, etc.).
  Alcoholic beverages outside an ASCCP sponsored event.

- **Reimbursement for Travel Expenses:**
  - Reimbursement for expenses not charged directly to the ASCCP master accounts should be requested using the **Travel Expense Report**.
  - All expenses **$25.00 or more must be supported by a receipt**.
  - The Travel Expense Report is available in electronic fill-in form and can be obtained from your respective ASCCP staff liaison.
  - Travel expense reports should be submitted to the appropriate ASCCP staff liaison **within 30 days of the end of travel** in order to receive reimbursement.
  - Upon approval by ASCCP, reimbursement checks will be processed and mailed to the traveler.
  - Any outstanding travel expenses submitted for reimbursement more than 90 days after the event will not be reimbursed.

Thank you for volunteering your time on behalf of the ASCCP. Should you have any questions or concerns related to the terms of this travel policy please contact Society Headquarters at 800.787.7227

Notwithstanding anything contained in this policy to the contrary, all expenses submitted for reimbursement hereunder shall be subject to final approval by the ASCCP Chief Executive Officer, in accordance with their fiduciary responsibilities and auditing requirements. The Chief Executive Officer specifically retains the right to deny any reimbursement claim in the event the Chief Executive Officer determines, in consultation with Society auditors, that such claimed expense is not properly reimbursable in accordance with the best business practices of the ACCME, GAAP or ASCCP guidelines or standards.

This policy has been reviewed, approved and adopted by the Board of Directors on June 4, 2015
Minor language and formatting updates added August 29, 2019