

## Travel Expense Reimbursement Policy

AASCIF authorizes reimbursement of reasonable and necessary expenses incurred by individuals in the conduct of official organization activities. Both the person who incurs the expense and the person who approves reimbursement of expenses are responsible for ensuring that all requests submitted relate to AASCIF business, are eligible for reimbursement, that the expenses are reasonable and necessary, and that the request is prepared in accordance with the guidelines set forth below. Requests for reimbursement that are not prepared in accordance with the following guidelines may be delayed in processing or may be denied. All expenses should be submitted **within 30 days** of the final day of the AASCIF event. **Expenses submitted beyond 60 days of the final day of the AASCIF event will be denied.**

AASCIF is a not-for-profit entity and reported expenses need to be necessary and prudent.

## Travel Guidelines

**Hotel:** Conference attendees must stay at the designated conference hotel. AASCIF will pay up to two (2) room nights at the group rate plus tax which will be put on the AASCIF Master Account.

**Hotel fees not reimbursable:**

- Early check-in fees
- Maid or porter tips
- Hotel stay outside of the meeting dates

**Meals:** Individual meal expenses, while traveling, will be reimbursed up to \$75 per day when accompanied with receipts. If no receipts are attached, the maximum meal reimbursements will be \$60 per day based on the average federal per diem rates. However, a combination of reimbursement for meals supported by receipts and per diem rates will not be allowed. Participants will either provide receipts for meals or be reimbursed the per diem rate. Please note, meals that are otherwise provided as part of the meeting activities will not be reimbursed.

Per Diem meal rates:

- Breakfast – \$8
- Lunch – \$12
- Dinner – \$40

**Meal related fees not reimbursable:**

- Dinner shows
- Taxi fare if you choose to leave the hotel to patronize an off-site restaurant in your free time

**Note:** If you have to go off-site to attend a dinner at a restaurant arranged by AASCIF, your taxi fare will be reimbursed.

### Travel Guidelines (continued)

**Travel:** Only coach/economy airfare will be reimbursed and preferably booked 30 days prior to the event. Include your entire receipt or itinerary when submitting for reimbursement. AASCIF will reimburse for **one** checked baggage fee.

Those traveling by personal vehicle will be reimbursed the lesser of actual mileage or the coach airfare rate. Mileage to/from the airport will be reimbursed if the distance is over 30 miles one way with proof of mileage. Mileage will be reimbursed at the IRS published rate at the time of travel.

Airport parking as well as shuttle or taxi fares to/from the airport and hotel will be reimbursed. Taxi receipts should list all passengers.

**Travel fees not reimbursable:**

- Rental cars
- Travel agent fees
- Early-bird check-in fees
- Fees for changing flights/itineraries, unless the participant can demonstrate the change would provide a net savings to AASCIF
- In-flight internet service and phone calls

### General Information

Any expenses not accompanied by a receipt may be denied. AASCIF **will not** reimburse expenses of spouses or guests including airfares, meals, baggage fees, tips, snacks and taxis, etc.

Please submit expenses and the AASCIF travel voucher to the AASCIF address listed below within **30 days** of the final day of the AASCIF event. Expenses submitted beyond 60 days of the final day of the AASCIF event will be denied.

Please convert all expenses to U.S. currency using the exchange rate on the date of travel.

To access the AASCIF travel voucher:

- Go to AASCIF website – [www.aascif.org](http://www.aascif.org)
- Under the Calendar of Events section, click on Travel Reimbursement Forms
- Print the form, sign/date and attach all receipts

Mail to:

Megan Cruz, CAE, Executive Director  
AASCIF  
1300 Piccard Drive, Suite LL 14  
Rockville, MD 20850

For questions, contact **Megan Cruz** at 240.404.6484 or [mcruz@mgmtsol.com](mailto:mcruz@mgmtsol.com) or **Grace Jan** at 240.404.6479 or [gjan@mgmtsol.com](mailto:gjan@mgmtsol.com).