

AHRD Travel and Reimbursement Policies

AHRDs Reimbursement Procedures apply to all Members without exception, including Directors and members of the Executive Committee. The AHRD Office and all AHRD suppliers also are expected to adhere to these procedures, as are speakers at AHRD conferences.

1. Reimbursement for attendance at AHRD Board meetings

1. AHRD Board members may be reimbursed for costs associated with attending in-person Board meetings. The amounts will be discussed and agreed by the Board as part of budget discussions and in light of AHRD financial status. Where reimbursement is agreed by the Board, payments can cover up to and including hotel costs, coach-class flights, taxis, internet connection, mileage at the Federal rate (providing documentation is provide), and any other costs associated with attending the meeting.
2. Where reimbursement is approved prior to the meeting, full receipts must be submitted to the AHRD Office within 30 days of the end of the travel. All receipts must reflect the date of the expense and contain a description of the expense. AHRD is not obligated to reimburse after that 30 day period.
3. Any use of frequent flyer miles or any other travel program points for AHRD business will not be reimbursed, without prior approval by the Executive Committee.

2. Disruption of travel on AHRD Board business

1. In the event that travel becomes disrupted when on AHRD business, the AHRD Board may agree to cover costs associated with the disruption such as loss of luggage and additional hotel costs. These will be discussed by the Board on an as-needed basis.

3. AHRD does not reimburse:

1. AHRD does not reimburse any of the following without approval by the Board:
 - a. Expenses without required receipts
 - b. First Class or Business Class airfare or “upgrade” fees
 - c. First Class or Club Car train fare
 - d. Limousine service
 - e. In Room Movies
 - f. In Room Mini Bar items
 - g. Hotel Fitness Center or Spa costs
 - h. Personal services such as beauty salon, barber, massage, etc.
 - i. Laundry, shoe shines, etc. generally are not reimbursable because the individual traveling is expected to pack enough clothing for the approved travel. Exceptions

include if the approved travel is for an extended period of time or if clothing items become soiled accidentally during the travel.

- j. Airline movies or headsets
- k. Airphone calls
- l. Charges for in-flight or wireless “hot spot” Internet connections
- m. Personal business or personal long distance or facsimile charges
- n. Admission to sporting or other entertainment events
- o. Adult Entertainment
- p. Alcoholic Beverages except when pre-approved and provided at AHRD Official Functions like Conference events, the annual Leadership Dinner or Board of Directors Dinners.

4. Reimbursement for other AHRD Travel

1. On occasion, the AHRD Board may approve for a member of the Board (usually a member of the Executive Committee) to represent AHRD at a meeting or conference. When this happens, the Board will approve a reimbursement limit for a specific trip based on estimates provided in advance. Approval of a past trip does not imply that future similar trips will be approved. Where approval is given, all travel must be economy/coach class. Reimbursement can cover flights, hotels, taxis, internet connection, and the standard federal per diem rate as published by the US General Services Administration. Full receipts must be submitted to the AHRD Office within 30 days of the end of the travel. All receipts must reflect the date of the expense and contain a description of the expense. AHRD is not obligated to reimburse after that 30 day period.
2. Any use of frequent flyer miles or any other travel program points for AHRD business will not be reimbursed, without prior approval.
3. Those traveling internationally must have appropriate travel insurance covering at a minimum: medical, lost luggage, and repatriation. AHRD reimburses for international travel insurance and also the costs of vaccinations required for the destination.

5. Reimbursement for Non-travel Expenses

1. On occasion, any AHRD member may be required to pay for an item or services on behalf of AHRD. Where that happens, pre-approval from the Executive Committee must be obtained for any amount greater than \$25; and pre-approval from the full Board must be obtained for any item greater than \$500. Full receipts must be submitted to the AHRD Office within 30 days of the payment. All receipts must reflect the date of the expense and contain a description of the expense. AHRD is not obligated to reimburse after that 30 day period.

Approved 10/17/11