



**INTERNATIONAL SECRETARY  
TRAVEL & OTHER EXPENSE  
POLICY, PROCEDURES, AND LIMITATIONS**

**POLICY**

The International Secretary will incur travel, meeting, and entertainment expenses in coordinating the international business activities of the Academy. The Academy will reimburse this individual for reasonable expenses incurred.

The purpose for incurring these expenses will include but not be limited to attendance at semi-annual IAA Council & Committee meetings, Academy Board and Executive Committee meetings, and other functions requiring the coordination of international activities. The overriding consideration for incurring these expenses will be if they are for activities that are consistent with the Academy's mission and goals and the presence of the International Secretary would be beneficial or required.

Specific elements of this policy may be waived based on concurrence of the President and Treasurer.

Specifics regarding reimbursement of expenses are summarized below.

Transportation expenses:

- Actual cost of “coach”, “economy”, or equivalent non-refundable base fare for air or rail travel will be reimbursed for trips of less than seven hours duration. Internet, advance purchase, and similar fares should be used where practical. For business travel greater than seven hours elapsed time, the next class above “coach”, “economy”, or equivalent non-refundable base fare will be reimbursed. Requests for reimbursement that fall outside the standard fare classification for “coach”, “economy” or equivalent non-refundable base fare will be considered for reimbursement based on lower cost if the International Secretary submits quotes documenting lower cost for approval prior to travel. Nominal charges for upgrades in seating and class will be reimbursed.
- The least expensive, practical ground transportation alternative should be used (eg. taxi, personal car or rental car). Limousine/hired car travel may be appropriate in limited circumstances given safety, timelines, and overall expense considerations.
- Parking, tolls, etc. if rental car or personal car is the least cost practical transportation will be reimbursed. . Prior approval is required for use of a personal automobile for a trip of over 4 hours driving time. Prior approval requests should include documentation of the cost of advance purchased airfare. In those events, the volunteer will be reimbursed at the lesser of the current IRS standard mileage rate and the documented advance purchased airfare.
- Incidental transportation at destination will be reimbursed.

- Use of personal automobile will be reimbursed at current IRS standard mileage rate.

#### Meals and Entertainment:

- Breakfast, lunch, and dinner not provided as a part of the function attended. Meals will be reimbursed for reasonable amounts.
- Entertainment appropriate to the function and the guests in attendance will be reimbursed for reasonable amounts.

#### Lodging:

- Lodging at or near location of function as required to accommodate start and finish times of function.
- Standard room expense will be reimbursed. If a room block that is provided for the meeting has been exhausted, lodging with similar accommodations within a comparable price range will be reimbursed. Larger rooms will be reimbursed if room is to be used for meetings.
- Telephone or internet expense will be reimbursed.
- Business support services (copies, fax, etc.) for Academy related matters will be reimbursed.
- Nominal fitness center, recreation, laundry, minibar snacks and similar expenses will be reimbursed

#### Personal Travel Expenses:

- Personal travel costs are not reimbursable. The International Secretary shall not arrange travel at a time that is less advantageous to the Academy or involves any greater expense incurred as a result of personal travel, including but not limited to, extra hotel nights, additional stopovers, meals or transportation. Such costs are the sole responsibility of the individual and will not be reimbursed by the Academy. International Secretary must provide an analysis of any personal travel costs incurred so that reimbursement is made only for costs incurred for Academy business.

#### Approvals:

- The Treasurer will approve expense submissions.
- Any category of expenses not expressly described above should be pre-approved by the Treasurer.

## **PROCEDURES**

A travel expense report form must be completed for all travel reimbursements with receipts attached for expenses over \$75. Travel expense reports should be submitted to the Director of Finance for review as quickly as practicable, but no later than 45 days following completion of travel. The Director of Finance will forward approved expenses to the Treasurer for approval. Each expense must include: date expense was incurred; the place expense was incurred; description of expenses; and cost of each expense. Description of expenses should be thorough and include both the business purpose and business relationship that explains why the expense was incurred.

Airline tickets purchases: An official internet or other receipt showing confirmed and purchased flight must be submitted with the travel expense form.

Meals and Entertainment: The business purpose must include the reason for the business benefit gained or expected to be gained or the nature of the business discussion or activity. (Business purposes such as: improve relationship with other organization or out of town meal is sufficient.) The business relationship must include the names of individuals entertained and their title or position with the exception of Academy committees and task forces. The name of the committee or task force and the number of members present is sufficient. Individual names of committee members or task force members are not required.

Lodging: A copy of the hotel bill showing itemized charges must be submitted with the travel expense form.

Spousal Travel: The Academy will reimburse spousal transportation, meals, and lodging expenses associated with spousal attendance at the semi-annual Council & Committee meetings. Reimbursement will be made in accordance with the provisions of this policy, and on the same fare base as the principal, e.g., the International Secretary. Spousal travel will be subject to applicable income tax reporting.

Reimbursement requests may be submitted electronically.

The Academy will provide reimbursement via check to the individual after travel expense form is approved by the Treasurer.

Approved Board of Directors 01-14-13