

**Contact:**

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## **ADA VOLUNTEER AND NON-STAFF TRAVEL AND EXPENSE POLICY**

### **PURPOSE**

- Helping travelers to accomplish their missions by putting in place structures to save time and effort.
- Providing people who travel for the Association with an acceptable level of safety, security, and comfort.
- Enhancing overall travel process productivity from planning through submitting an expense reimbursement form.
- Controlling travel and travel-related costs and expenditures for the Association.

### **Responsibility**

The VP, MVP, or SVP of each division is responsible for ensuring that this policy is known and observed by all those under his or her supervision. All travelers (Board, volunteers, staff and non-staff) are expected to be familiar with this policy and must ensure that only legitimate ADA-related costs of travel, entertainment, and miscellaneous expenses are submitted for reimbursement.

Approvers are responsible for validating that all expenses comply with Association policy, are a prudent use of Association funds, are adequately documented, and are submitted and accounted for in a timely manner. Travel expenses incurred on sponsored funds must also follow certified approver program rules and guidelines.

Unreasonable expenses or expenses that are not in compliance with this policy will be denied. Reimbursement decisions are ultimately the responsibility of the Accounting Department, with consultation by the Chief Financial Officer, as deemed necessary.

### **Emergencies**

Travelers should carry the Fox World Travel after hours (before 7:00am /after 7:30pm central time) phone number with them at all times: **844.319.2892. After hours service is available 365 days a year and seven days a week. New travel reservations cannot be made via this number.**

If traveling internationally, the U.S. State Department also encourages all international travelers to register with the Smart Traveler Enrollment Program (STEP) program to assist travelers in situations of political unrest, natural disasters or other crises. The link: <https://travelregistration.state.gov/ibrs/ui/>.

If traveling internationally and the traveler is an U.S. citizen, also contact the nearest U.S. consular service for direct assistance.

If medical attention or travel-related services are required when traveling internationally, the participant should contact the international travel insurance provider, Chubb /Europ Assistance: Policy No: 9906-38-51 /Group No: 9906-38-51. Toll Free Access in the U.S.: 1.888.987.5920 or call collect from other locations: 1.240.330.1571. Please refer to local country dialing instructions and make sure to use a phone that has international access.

In the event of an emergency while participating in an ADA-sponsored event, the participant should contact his /her ADA meeting liaison.

If traveling to the ADA annual meeting, follow the emergency procedures that are given to all participants annually.

## **EXPENSE GUIDELINES**

This policy covers items normally encountered as a business or travel expense. References to volunteers within this policy cover both volunteers and non-staff. Basic expense guidelines of the Association are:

- Volunteers are reimbursed for expenses that have a valid business purpose and are allowable per the details of the policies below.
- The Association expects volunteer travelers to use good judgment. The Association recognizes there will be times when a traveler must exceed "normal" expenses. Such occasions should be the exception and not the rule and should be adequately explained on the expense report.
- Volunteer travelers are expected to maintain a reasonable standard of living while traveling for the Association.
- Volunteer travelers while traveling on Association-funded business will receive a \$75 per day stipend. This rate is intended to defray the out-of-pocket expenses for meals, gratuities, and other incidental expenses. The per day stipend is considered taxable income and will be included on any Form 1099 to be issued under IRS guidelines.
- Volunteers should pay for their own expenses (excluding airfare) and subsequently request reimbursement per this policy.
- Individual reimbursable expenses of \$50 or more require an original receipt. Receipts for lesser amounts should also be provided if available. Required receipts include, but are not limited to: airline tickets, baggage fees, itemized hotel folios, and auto rental contracts. Receipts for the \$75 per day stipend are not required. If under exceptional circumstances a traveler is unable to furnish an original receipt where required, alternative documentation should be provided if possible, and an explanation should be provided on the expense reimbursement form. The Accounting Department will have the responsibility of deciding the adequacy of the documentation.
- The ADA has determined that third party lodging and transportation services, commonly referred to as peer-to-peer or sharing businesses, are not recommended because of concerns that these services are not fully regulated and do not protect users to the same extent as a commercially regulated business. As this market matures and these businesses evolve, the ADA will monitor these services to determine if the recommendation is still appropriate. If the ADA traveler does utilize the services of companies such as Uber, Lyft, or Airbnb, while traveling on or engaging in the business of the ADA, the traveler assumes all risks.
- This policy is meant to address various expenses that may be encountered but is likely not all-inclusive. Volunteers should use reasonable business judgment for matters not specifically covered herein and are encouraged to get guidance from the Division of Conferences and Continuing Education (DCCE) or the Accounting Department. Reimbursement decisions are ultimately the responsibility of the Accounting Department with consultation of the Chief Financial Officer as deemed necessary.

## **AIR TRAVEL**

1. All Association-funded travel (air, car, hotel, and rail) must be booked using the Association's official travel agency following the established volunteer travel procedures. The ADA's official travel agency, Fox World Travel Management, will produce all travel documents.

The ADA is aware that periodically lower rates may be obtained via travel websites on the Internet and from other sources. The official agency helps the Association to maximize Fox World Travel Management's buying power, to realize overall cost savings, to maximize earned tickets and other benefits from the airlines and other suppliers and helps travelers accomplish their missions by putting in place structures and procedures to save time and effort while providing them with an acceptable level of safety, service and comfort. In addition, the official agency provides the Association with cost control mechanisms and integrated management reports that are used in negotiating volume-based air, car, and hotel discounts with suppliers.

If travel is not booked by Fox World Travel Management, Senior Management approval must be obtained. Reimbursement will be limited to the lesser of the airfare incurred or the lowest airfare that would have been provided through Fox World Travel Management as determined by Pat Murphy, Travel Manager.

There may be rare situations, such as certain HVO (Health Volunteers Overseas) travel, where use of Fox World Travel Management would not be feasible. Such situations are to be documented on the expense reimbursement form and the situation confirmed and approved by Pat Murphy, Travel Manager.

The ADA staff person(s) responsible for the organization and budgetary implications of a meeting is also responsible for advising each volunteer of the Volunteer Travel and Expense Policy and Fox World Travel Management reservation procedures and for ensuring compliance.

The official travel agency will book travel in accordance with policy and search for best prices within the given parameters. Travelers should advise the agency when they are flexible about departure times so agents can search more broadly for lower fares.

2. All Association-funded travel requires pre-approval:
  - A Fox World Travel volunteer booking form for all Association-funded volunteer travel must be completed and sent to the travel department before volunteers can call the official travel agency.
  - It is important that the correct cost center, program number and account number be used when travel reservations are first made and at the time an expense reimbursement form is submitted.
3. All domestic travel (for policy purposes defined as the 50 United States and Canada) will be booked in economy/coach class.
4. All domestic travel as defined above will be booked at the lowest available airfare at the time of ticketing. In most cases these airfares will be non-refundable.

The chance that a trip will be cancelled or changed to a different date must be balanced against achievable savings from using non-refundable fares. If a trip is cancelled, most airlines require that the original travel reservation be cancelled before travel was originally scheduled to begin. Failure to cancel a travel reservation will result in the complete loss of the value of the original ticket.

5. International Business Travel: All international travel requires the approval of the Executive Director or, in his/her absence, the Chief Financial Officer. Approval requests should detail the purpose and anticipated benefits of the trip and the total estimated costs of the trip including the price of air, hotel, etc.

ADA defines international travel as any travel outside the 50 United States and Canada. All international travel of less than ten hours of total flight time (excludes layover time) to or from the

required destination will be booked in economy/coach class. If the itinerary includes 10 or more hours of flight time to or from the destination, the itinerary is eligible for special restricted business class fares up to a maximum fare of \$7,500\*.

Travelers eligible for a special restricted business class fare may elect to travel in premium economy or economy plus (Examples: British Airways – World Traveler Plus; United – Economy Plus; Delta – Economy Comfort; American – Preferred Seating) for all or part of their itinerary if they so desire or if the restricted business class fare exceeds \$7,500, or if they are traveling to an international destination, as defined above, that does not include 10 or more hours of flight time in either direction.

Special restricted business class fares are offered by most carriers and are typically non-refundable, have significant change fees and seats are very limited. Non-restricted business class fares and first class fares are not allowed. International carriers such as Turkish Airlines, Asiana Airlines, Air Canada, Eva Airways, etc. often offer lower restricted business class fares and will be considered for the traveler.

Approved international travel must be booked as far in advance of travel as possible, 60+ days minimum. All international travel booked 59 days or less in advance of travel will be booked in economy/coach unless the Executive Director has approved the exception. All international travel bookings will be reported twice per year to the Treasurer and the Budget and Finance Committee with any and all exceptions to the policy clearly noted and explained.

Advisory travel warnings from the U.S. State Department should be taken into consideration. ADA strongly recommends against, but does not prohibit, travel to countries where the U.S. Department of State has issued an official Travel Warning, or where there is other reliable information of significant health or safety risks. The final decision about making a trip to such a destination is up to the individual making the trip, however the ADA reserves the right to require the execution of an appropriate release or waiver before permitting such travel.

Visa and passport fees, and required immunizations or any other special items required for authorized international business travels are reimbursable.

Through the ADA's group insurance company, worldwide emergency medical assistance, emergency personal services, and pre-trip information are available at no charge for most international destinations. International travelers will be given the necessary travel and contact information for this service with their final travel documents.

6. Travelers can upgrade themselves at their own expense for domestic or international travel be it monetary or with frequent flyer miles. Should an airline require that a higher airfare be charged in order to upgrade with frequent flyer miles, the traveler is responsible for the fare difference.
7. Reservations should be scheduled a minimum of 21-days prior to a business trip whenever possible. If travel is during peak travel periods such as President's Day week in February, Spring Break, popular sporting events, general holidays or to warm destinations such as Florida and Arizona during the winter months, reservations should be made at least 60-days prior to travel if possible.

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\*The maximum amount of \$7,500 was effective starting in 2015. Any future adjustments will be included in the annual budget process to be reviewed and approved by the Finance Committee, Board of Trustees and House of Delegates and remain in effect for that entire budget year.

8. Travelers are not required to take connecting flights over non-stop flights. If the airfare is significantly less (\$200 or more), taking a connection will be offered to the traveler by the travel department.
9. Time specific flights often are less expensive and will be offered to travelers by the official travel agency.
10. The official travel agency will offer alternate airports. Combined air/ground costs are to be less than if flying into the primary city.
11. Travelers are not required to extend business trips to include a Saturday night stay in order to obtain lower airfares. However, if a traveler chooses to extend their stay to include a Saturday night to reduce the cost of the airfare, the traveler will be reimbursed for weekend hotel expenses and per day stipend if they are less than what is saved on airfare. Savings must be documented on the travel invoice for the traveler by the official travel agency and submitted with the traveler's expense reimbursement form.

Travelers should be aware that staying over a Saturday night is not always required for the lowest airfare. From many cities to Chicago, for example, the airfare is the same regardless of a Saturday night stay. If a Saturday night stay does not reduce the airfare, additional hotel nights and per day stipend are at the traveler's expense.

12. The ADA funds roundtrip travel from a volunteer's primary residence to the meeting site. If a traveler adds personal travel plans to an ADA paid-for travel itinerary, Fox World Travel Management will require a personal credit card at the time of ticketing to cover any additional airfare amount. Should an airline not accept multiple credit cards, the additional airfare amount will be deducted from the volunteer's expense reimbursement.
13. All airline tickets will be issued electronically whenever possible. Most airlines charge a fee for paper tickets. If a traveler wants a paper ticket, they are personally responsible for paying this fee.
14. If a trip is cancelled prior to departure, documentation and/or an expense report still needs to be done for the unused airline ticket. Please notify the travel agency and the liaison when the trip is cancelled so the ADA to insurance the ticket will be held for future travel or will be refunded back to the ADA credit card (based on the original fare type ticketed).
15. The ADA will not reimburse airline-assessed fees for upgrading to premium seating. For example, first class, Economy Plus seating on United Airlines, etc.
16. Southwest EarlyBird Check-In fees are reimbursable.
17. The ADA will reimburse funded travelers who elect to use private planes to attend ADA-sponsored meetings. Airfare will be reimbursed at the lower of the lowest applicable fare in the market flown for the meeting dates or the current IRS reimbursement rate found at <http://www.gsa.gov/portal/category/104715> . The rate as of January 1, 2016 is \$1.17 per mile.
18. The Association currently supports United Airlines as the official airline for meeting travel to Chicago and other U.S. cities. Travelers attending ADA-sponsored meetings are encouraged to fly United whenever possible to enable the Association to receive discounted airfares and to earn complimentary travel that offsets higher airfares. Travel on other airlines however is allowed.

The ADA also supports the use of more low cost airlines such as Southwest. Typically these airlines do not have the same rigid rules and restrictions as the other major U.S. air carriers.

19. All airfares over the ADA's established fare ceiling will be sent to the ADA's travel manager for review. The travel manager will make recommendations as to alternate schedules and/or the use of Association earned complimentary tickets. Frequent flyer miles are not accrued on free tickets.
20. Frequent flyer miles earned during the course of ADA-funded business are the property of the traveler. A traveler's frequent flyer preference, however, should not take precedence over the traveler's flexibility in accepting significantly lower airfares on alternate airlines. It is suggested that the traveler sign up for each airline's frequent flyer program.

If a traveler chooses to upgrade using frequent flyer miles and the airline chosen requires that a higher airfare be paid, the traveler is responsible for paying the airfare difference.

Travelers cannot use personal frequent flyer award tickets for ADA-funded travel and then submit for airfare reimbursement on their expense reimbursement forms.

21. Denied boarding compensation vouchers and other airline issued transportation credits are the property of the traveler and do not need to be reported to the Association. Travelers are permitted to volunteer for compensation if their trip mission will not be compromised in any way.
22. Alternatives to air travel such as Amtrak along the East Coast, or using personal or rental cars for trips of 3 hours one-way or less are acceptable provided the cost of the train or automobile does not exceed the cost of an airline ticket booked at the lowest available airfare. If the airfare would have been more economical, depending on the differential, the traveler may only be reimbursed an amount equal to the airfare.
23. In the event that an ADA-funded meeting trip ends early, travelers are encouraged to contact their airline or Fox World Travel and request a same day change. The ADA will pay the fee with an official airline or travel agency receipt submitted at the time of the expense reimbursement form. A few domestic airlines do not have a same day change policy, but if the change to an earlier flight results in a fee of less than \$200, the ADA will reimburse with an applicable receipt.
24. Changes to airline tickets for personal reasons are not reimbursable or funded by the ADA.
25. All airline tickets will be charged to the ADA's corporate credit card.
26. A maximum of 10 volunteer travelers will be allowed on the same flight. If the particular situation requires a greater number of volunteer travelers per flight, Conference Services will work with Legal to adjust insurance coverage appropriately.
27. The purchase of travel insurance to provide life and accident coverage while traveling is not reimbursable since each traveler is covered by Association-provided insurance.
28. Wi-Fi charges while in the air are reimbursable.
29. The ADA reserves the right to select airlines, hotel and car rental companies as well as other vendors based on performance criteria. The ADA travel manager has discretion in making travel arrangements.

30. All travelers who travel frequently on behalf of the Association are encouraged to look into the various **Trusted Traveler Programs**, such as Global Entry and TSA PreCheck. The application fees for these programs are non-reimbursable. Known traveler numbers should be added to the traveler's travel profile.

## **ACCOUNTING FOR AIRFARE**

Once airfare is incurred, it will immediately be charged to the identified cost center and project id in account 515199 (Airfare Open Expense Report). Upon receipt of the expense reports, the costs will be transferred out of account 515199 and into the appropriate account (e.g., 515101 Volunteer Airfare, 515102 Volunteer Site Travel Airfare, etc.). This process will allow department managers more timely information on airfare costs charged to their budgets since it is not dependent on the timing of submitting expense reimbursement requests. Expenses paid directly by the traveler can only be recorded after receipt of the approved expense form. In order for this process to work most efficiently, it is critical that the proper cost center and project id is used both at the time of booking the travel via the volunteer travel forms and at the time the expense report is submitted. If the same cost center and project id is not used, charges will not be properly reflected.

## **AUTO RENTAL**

1. Travelers should use rental cars when they represent the most practical and economical means of out of town transportation. Rental cars should not be used if transportation is needed only between the airport and the hotel, and a shuttle service is available or a taxi or driving a personal automobile is less expensive.
2. Volunteer travelers requesting a car rental must receive prior authorization from their ADA meeting sponsor.
3. Enterprise Rent A Car and National Car Rental are the ADA's official car rental companies and will be used for all business rentals whenever possible. The ADA has negotiated special rates with these suppliers. Use of other rental car companies however may also take place based on rate considerations and availability of preferred vendor.
4. The authorized car type is a mid-size (1 or 2 persons) vehicle or smaller. If more than 2 persons are in the same vehicle, a full-size car is authorized.

If a larger vehicle is rented over and above the standard car type, the traveler will be charged the difference between a mid-size and the vehicle size rented.

5. Car rentals are for business travel only and are not intended to cover business travel extended to a personal trip. The traveler is responsible for the personal portion of the trip.
6. The ADA insurance package covers traveler rental cars for business purposes. Therefore the optional insurance coverage should be declined. Travelers may purchase the additional insurance options available at their own expense.
7. If a traveler is involved in an accident or vehicle theft while traveling on ADA-funded business, the following steps should be taken:
  - Notify authorities
  - Notify the car rental company
  - Notify the ADA staff person responsible for the volunteer's meeting
  - Notify the travel department

8. Travelers should inspect rental car vehicles at the time of rental for damages and communicate their observations to the rental company. The traveler should also consider making a record of their observations, using the camera on their smart phone, to protect against the supplier making unwarranted claims for damages.
9. Rental cars should be returned to the rental location with a full tank of gas. Rental car companies charge a premium to refill a rental vehicle and this expense will not be reimbursed unless there are extenuating circumstances and written documentation provided on the expense report.
10. Travelers should avoid dropping off rental cars at a location other than the one where it was picked up to avoid costly one-way drop charges. If there is a business need resulting in one-way drop charges, this should be explained on the expense reimbursement form.
11. The travel department will reserve all ADA business travel car rentals.
12. All car rentals will be charged to the traveler's personal credit card. Travelers must obtain a rental receipt and attach to their expense reimbursement form.
13. To facilitate the rental car process all travelers are encouraged to sign up for the Emerald Club program. The annual fee has been waived for the ADA.
14. Frequent renter perks such as vehicle upgrades, etc. earned during the course of ADA-funded business travel are the property of the traveler.
15. Travelers are personally responsible for all parking and traffic fines incurred when traveling on ADA-funded business.
16. Reimbursable items include the actual cost of the rental, parking, tolls, GPS and gasoline purchases. The current IRS mileage rate will not be separately reimbursed for rental car usage.

#### **PERSONAL AUTO USAGE**

1. When a private auto represents the most practical means of travel, travelers will be reimbursed based on I.R.S. guidelines (currently \$0.54/mile). Tolls and parking will also be reimbursed with an original receipt for all amounts of \$50 or more. Receipts for lesser amounts should also be provided if available.
2. If a private auto is used for personal reasons when flying would have been more economical, Department Director approval is required. The Association will reimburse the cost of the lowest available economy/coach airfare (as determined by Pat Murphy, Travel Manager) unless there are extenuating circumstances.
3. Travelers are only authorized to use personal automobiles if they have both a current valid driver's license and comprehensive auto insurance, including liability.
4. Travelers are personally responsible for all parking and traffic fines incurred while traveling on ADA-funded business.
5. Reimbursable items include the standard mileage rate, parking, and tolls. Other car-related expenses such as gasoline or repairs will not be separately reimbursed since they are considered covered by the standard mileage rate.



## **TAXIS, AIRPORT LIMOUSINES AND OTHER GROUND TRANSPORTATION**

1. Travelers will be reimbursed for taxis, airport shuttles, buses, etc., used for local transportation necessary for Association business activities. Original receipts are required for all amounts of \$50 or more. Receipts for lesser amounts should be provided if available.
2. It is expected that each traveler use the best means of travel to and from airports, taking into consideration cost, time, and availability. For travel to and from airport(s) actual costs will be reimbursed.
3. Reasonable costs will be reimbursed. If the cost of one-way ground transportation is greater than \$90 then the traveler will be required to provide documentation showing the cost to be reasonable based on similar cab fares. The ADA will reimburse the lower amount. [www.TaxiFareFinder.com](http://www.TaxiFareFinder.com) is a recommended source to determine reasonable ground transportation costs.
4. Reasonable taxi service to and from restaurants is reimbursable when a business related purpose is noted on the expense form.
5. The ADA has determined that third party lodging and transportation services, commonly referred to as peer-to-peer or sharing businesses, are not recommended because of concerns that these services are not fully regulated and do not protect users to the same extent as a commercially regulated business. As this market matures and these businesses evolve, the ADA will monitor these services to determine if the recommendation is still appropriate. If the ADA traveler does utilize the services of companies such as Uber, Lyft, or Airbnb, while traveling on or engaging in the business of the ADA, the traveler assumes all risks.
6. The Association supports the use of rail service, especially via Amtrak on the East Coast. Coach class of service is approved. If traveling overnight, a sleeperette is authorized. The cost of using rail service must not exceed the cost of the lowest available economy/coach airfare (as determined by Pat Murphy, Travel Manager) unless there are extenuating circumstances. In the event that the cost of a rail ticket exceeds the cost of an airline ticket, the traveler will only be reimbursed an amount equal to the airfare.
7. International rail service will be booked in business class; seat reservation fees are reimbursable. Fox World Travel is to be used for all international rail reservations.

## **HOTEL ACCOMMODATIONS**

1. Travelers are encouraged to adjust travel schedules to minimize hotel costs. Arrange day trips when feasible and practical for ADA-funded business.
2. All hotel reservations for volunteers attending ADA-sponsored meetings in Chicago will be made following the established housing procedures.
3. If a meeting is confirmed at one of the ADA hotels in Chicago, the maximum reimbursed rate will be the rate at the confirmed hotel plus taxes.
4. The ADA has determined that third party lodging and transportation services, commonly referred to as peer-to-peer or sharing businesses, are not recommended because of concerns that these services are not fully regulated and do not protect users to the same extent as a commercially regulated business. As this market matures and these businesses evolve, the ADA will monitor these services to determine if the recommendation is still appropriate. If the ADA traveler does utilize the services of

companies such as Uber, Lyft, or Airbnb, while traveling on or engaging in the business of the ADA, the traveler assumes all risks.

5. Frequent guest points earned during the course of ADA-funded business are the property of the traveler. A traveler's frequent hotel guest preference, however, should not take precedence over the traveler's flexibility in accepting significantly lower hotel rates at alternate hotels. It is suggested that the traveler sign up for each hotel chain's frequent guest program.
6. When the ADA makes a hotel reservation it is guaranteed for late arrival with a corporate credit card. This card is not to be used as payment for traveler hotel charges. Each traveler should present a personal credit card at check-in and retain a bill of charges that should be submitted with the expense reimbursement form.
7. Some hotels require that a deposit of the first night's room and tax be charged to a credit card when the reservation is made. This will be noted on the traveler's travel invoice and should be noted on the expense reimbursement form in the "Paid with ADA Credit Card" column.
8. If a hotel reservation needs to be cancelled, it is the traveler's responsibility to contact the travel department before the date and time that is noted on the travel invoice. In the event that this date and time falls on a weekend or holiday, the traveler should call the hotel directly to cancel the reservation. Be sure to get a cancellation number and agent's name. The travel department should be advised of this information on the next business day. If a hotel reservation is not cancelled in time, the no-show fee will be charged to the traveler.
9. It is the traveler's responsibility to confirm that the rate being charged at check-in is the same or less than the rate on the travel invoice. It is often a good idea to ask at check-in if a lower rate has become available since the original reservation was made.
10. A single room rate (plus tax) is the standard rate approved by the ADA. If a hotel rate is higher because of extra guest(s) in the room, the traveler is responsible for the rate difference.
11. Charges for personal items such as in-room movies are not reimbursable by the Association. Early check-out fees, if charged by the hotel, are not reimbursable unless prior approval is obtained as per instances of meetings ending early and savings occur from the early hotel departure.
12. If business travel is combined with personal travel, the traveler is responsible for the personal hotel nights.
13. Tips to hotel bell staff and housekeeping services will come out of the volunteer's daily per day stipend.
12. A hotel or motel folio (statement) is required for all overnight stays and must show a zero (\$0) dollar balance. The hotel statement should be attached to the expense reimbursement form.
14. Reasonable hotel internet charges are reimbursable.

#### **PER DAY STIPEND**

Volunteer travelers will receive a per day stipend of \$75 for every day of official ADA business plus one travel day for each business trip. (Note that “business” days will normally equate to “reimbursable hotel nights”.) Any additional per day stipend for documented exceptions resulting from extraordinary circumstances will be reviewed on a case by case basis by the appropriate member of senior management and accounting management.

This rate is intended to defray the out-of-pocket expenses for meals, gratuities, and other incidental expenses. Documentation for volunteer traveler meals is not required as their \$75 per day stipend covers such expenses. The per day stipend is considered taxable income.

### **ON-SITE MEALS**

Meals provided at the ADA location to facilitate and enable uninterrupted meetings are considered a business expense, not reportable as income to the recipient, and do not require submission of an expense reimbursement form.

### **GROUP DINNERS**

Planned board/council dinners that are paid by the Association do NOT need to be deducted from the volunteer/staff’s stipend. Volunteers/staff are expected to participate in these events.

However, the spouse/guest portion of the dinner would need to be reimbursed by the volunteer/staff.

- ADA meeting planners organize, execute and pay for the event (and document a business purpose for ADA employees and volunteers attending).
- If meal/event was paid with a personal credit card, enter the expense along with a list of ALL attendees at the event and include date, amount and the business purpose in Concur. If meal/event was processed via Accounts Payable, the list of attendees with need to be emailed to the accounts payable mailbox ([accountspayable@ada.org](mailto:accountspayable@ada.org)).
- For reporting purposes, identify spouses and other non-ADA personal guests on that list.
- Take the total cost of the event and divide it by the number of attendees to come up with an average cost per attendee.
- The Accounts Payable staff will summarize costs to each attendee and group them between ADA employees, ADA volunteers, and other non-ADA guests and spouses accompanying the volunteer and properly classify as either an ADA meeting expense or spousal travel, which is taxable income to recipients under IRS rules.

### **ALCOHOL POLICY**

Alcohol may be consumed at ADA-sponsored functions or during business meals. The use of alcohol should be kept to a minimum. Travelers should be aware that the purchase and use of alcohol places significant legal exposure on the ADA and act prudently to avoid excessive consumption by guests, volunteers, or ADA employees. Individuals who consume alcohol while on ADA business should never operate a motor vehicle.

### **CHECKED BAGGAGE FEES**

If traveling on ADA-funded business, the ADA will reimburse the fee charged to check a single piece of luggage. A receipt is required for charges of \$50 and above. If traveling on ADA-funded business for five days or more, the ADA will reimburse the fee assessed for checking a second piece of baggage, if charged by the airline. These baggage fees will not be deducted from a volunteer's per day stipend. These fees cannot be charged to the ADA credit card that was used to purchase the traveler's airline ticket.

### **VALET AND LAUNDRY SERVICES**

A minimum length of six nights is required for expense reimbursement. In such cases reasonable personal valet and laundry services will be reimbursed while a traveler is away from home on Association business. Any emergency situation outside this policy should be explained on the expense reimbursement form for consideration of reimbursement.

### **TELEPHONE EXPENSES**

1. Business and personal phone call expenses for volunteer travelers will come out of their \$75 daily per day stipend during ADA-funded business trips.
2. Internet access from hotel rooms can also be very expensive. The Association expects the traveler to exercise good business judgment in incurring such expenses.
3. Basic internet is complimentary at the Ritz Carlton and the other Chicago "ADA-designated" properties. The basic internet should work for checking email and downloading documents from ADA Connect. If you experience trouble with the internet because it is not working correctly, please alert the front desk. If the hotel grants an upgrade to premium because the basic is not working correctly, there will be no additional charge. If you choose to upgrade on your own, then the premium upgrade charge of \$15 a day is not a reimbursable expense.
4. The ADA will not reimburse for the purchase or installation of a cellular telephone or fax machine for volunteer travelers.

### **NON-REIMBURSABLE EXPENSES**

Non-reimbursable expenses include, but are not limited to:

- Personal entertainment expenses such as in-room movies.
- Personal services such as barber, hairstylist, shoeshine, health club, and spa.
- Personal expenses for family, child, pet, home, and property care while traveling on ADA-funded business.
- Personal items including clothing, luggage, and reading materials.
- Lost items (extenuating circumstances must be approved by the Executive Director).
- Hotel room charges for on-line computer access for personal use.
- Airline club memberships, rental car memberships, etc.
- Airline-assessed upgrade fees for premium seating.
- Airline-assessed excess baggage fees.
- Annual personal credit card fees.
- ATM fees
- Taxi fees from business hotel to personal hotel or vice versa
- Cost of gifts or souvenirs of a personal nature.
- Normal transportation (commuting) from home to work.

## EXPENSE REPORTING

1. Volunteer traveler expense reimbursement forms must be sent to their meeting contact at the ADA with proper receipts within 30 days of travel. The meeting contact will review and the staff person with budget responsibility will approve and forward to Accounting for payment. Forms submitted after 60 days of completing trip or activity must be approved by Senior Management. The ADA will not process payments for expenses that are submitted to ADA more than 60 days after the date they are incurred.
2. The ADA will not process payments for expenses that are submitted to ADA more than 60 days after the date they are incurred. This 60 day deadline is recognized by the IRS as a 'reasonable' period of time. While the determination of what constitutes a 'reasonable' period of time is governed by the facts and circumstances of the situation, the IRS provides that a 60 day safe harbor will ensure that the ADA always stays in compliance.
3. Expense reimbursement forms for international travel must be submitted in U.S. dollars whenever possible according to the guidelines above.
4. All expenses of \$50 or more require an original receipt. Receipts for lesser amounts should also be provided if available. Required receipts include, but are not limited to, credit card or cash register receipts, airline tickets, baggage fees, hotel folio plus proof of payment (i.e., a \$0 balance), car rental receipt plus proof of payment, gasoline, cab fares, and parking fees. If under exceptional circumstances a traveler is unable to furnish an original receipt where required, alternative documentation such as a credit card statement clearly showing the expense, should be provided if possible, and an explanation should be provided on the expense reimbursement form. The Accounting Department will have the responsibility of deciding the adequacy of the documentation.
5. Receipts for a volunteer's \$75 per day stipend are not required.
6. Only original signatures will be accepted as valid authorization on the expense reimbursement form. Signature stamps and "delegated signers" are not acceptable. If the volunteer is using the Concur expense reporting system, the "submit" and "acknowledgement" of accurate reporting are considered valid authorization.
7. All properly approved and documented reimbursement requests should be submitted to Accounts Payable. Reimbursement will be made via direct deposit if so directed by the volunteer; otherwise a check will be issued.
8. Narrative explanations of activities, expenses, etc. are necessary to assist those reviewing and processing the expense reimbursement form to understand the nature of items that may not otherwise be readily apparent. If there is insufficient room on the form, please attach another sheet of paper.