

St. Louis Section ACS

Travel Reimbursement Policy

Approved by Board of Directors – September 14, 2017

The St. Louis Section ACS will consider travel reimbursement outside the Section boundaries for necessary, reasonable, appropriate, and allowable expense incurred for the purpose of fulfilling the goals of the Section. Travel expenses should be consistent with the budgeted expenses for the activity. If the cost of such travel would be covered within an approved budget category, then the Committee chair (or other approving authority) must approve. For Councilor or Officer travel reimbursement, travel not covered within an approved budget category, or when requested reimbursement deviates from the guidelines below, approval can only be made by the Section Chair. Travelers are expected to be economical when spending Section funds. An expense report (including receipts for all expenses) must be submitted to the Section Treasurer or appropriate Committee Chair within 45 days of travel; Councilors should follow their respective deadline (3 weeks).

Quick Guide of Reimbursable Expenses

Air Travel (for travel that would be more than ~4 hr or approximately 250 miles by car)	Reimbursable when less expensive than alternatives; Coach class airfare (non-refundable fare if available/appropriate); 1 bag checked luggage
Personal Automobile	Reimbursed at the current federal government rate; Airport parking fees in long-term parking; Car-pooling with other Section members is encouraged
Location Transportation	Shuttles, car service, light rail, bus, and taxis in support of Section business are reimbursable; car rental must have prior approval from Section Chair
Lodging (using conference hotel if appropriate)	Standard room; reimbursement based on actual, reasonable expenses; should not exceed length of meeting by more than 1 day before or after meeting dates; Traveler may use other lodging (reimbursement is not to exceed conference rate)
Food/Meals	Government per diem rate (less meals provided by conference) https://www.gsa.gov/travel/plan-book/per-diem-rates
Registration	Registration at ACS member rate (Early-bird rate preferred)