



AFP Board Member Travel Reimbursement Policy and Procedures

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Policy

AFP will reimburse reasonable and prudent travel costs incurred by board members in the performance of their duties subject to procedures that may be established from time to time. Reimbursement for actual expenses incurred for the purposes of attending an AFP board meeting will be 100% for airfare and hotel room nights, and meal reimbursement per meeting per member for travel within North America and members outside North America. AFP board members are expected to explore possible efficiencies through advanced airfare booking and using the AFP room block rates available to them.

Purpose

To ensure appropriate stewardship of AFP's resources and appropriate accountability for the use of those resources, while ensuring that travelers can effectively serve members and other constituents and allowing business travelers a reasonable level of convenience and comfort.

Option to not seek Reimbursement

If a board member or her/his employer chooses to not seek reimbursement for board meeting travel, AFP extends its thanks in advance for helping us to contain costs.

Procedures

Travel arrangements

- Whenever possible, all travel arrangements should be made through the AFP designated travel agent. Travelers are encouraged to book flights and hotels at least 30 days in advance. When booking travel arrangements, care must be taken to ensure the lowest reasonable costs and documentation provided to substantiate the expense.

Air travel

- Air travel must be at the lowest reasonable coach class airfare, taking into account interim stops and scheduling requirements.
- Travelers are not required to transfer frequent flyer program benefits to AFP, but must not allow participation in such programs to influence airline selection that would result in incremental cost.
- AFP will reimburse the checked baggage fee for up to two (2) bags.
- AFP does not assume responsibility for expenses incurred as a result of lost baggage.
- AFP does not reimburse for individual flight insurance or cancellation insurance over and above what is covered by AFP's coverage.

Lodging

- The traveler is entitled to stay in a single room with a private bath.
- Accommodations not to exceed a 4 star or 4 diamond hotel are reimbursable.
- Late arrival is routinely guaranteed. It is the responsibility of the traveler to notify the hotel prior to the established deadline if the room will not be needed (generally by 4:00 p.m. the day of arrival).
- Be certain to cancel hotel reservations if the trip is cancelled to avoid a no-show charge. No show charges are not reimbursable.
- As determined by the AFP Board, three (3) nights lodging are reimbursable to attend board meeting only.
- Internet access in hotel room.
- A traveler staying in a private residence may request reimbursement for actual and reasonable expenses incurred, not to exceed \$100, to extend appreciation for the hospitality.
- Travelers are not required to transfer frequent guest program benefits to the AFP, but must not allow participation in such programs to influence hotel selection that would result in incremental cost.

Meals

- Reasonable meal expenses will be reimbursed, not including Alcohol.
- Meal expenses are only reimbursed during travel days and board meeting dates.

Personal vehicle usage

- AFP will reimburse travelers for the use of their personal vehicle at the approved IRS mileage rate, provided use of a personal vehicle is the most economical means of travel.
- The cost of tolls and parking is also reimbursable with receipts.
- It is the responsibility of the traveler to ensure that the personal vehicle has adequate liability and physical damage insurance coverage.
- Rental car allowance at the approved Federal travel regulations rental rate for the travel days plus board meeting dates only.

Miscellaneous expenses

- Reasonable expense for ground transportation (including taxis, shuttle buses) within the destination city, including to and from the airport is reimbursable.
- Coach class rail travel is reimbursable to the extent that it is less expensive than air travel and does not entail unreasonable travel time.
- Reasonable tips for airport porters, hotel bell staff, housekeepers, etc. are reimbursable without receipts for \$5.00 on the first day and \$5.00 on the last day of the trip (total \$10.00).
- Travel reports which include entertainment expenses should list the persons entertained and the business purpose.

Non-allowable Expenses

- Movie and/or video games in hotel
- Spas and workout facilities
- Books, magazines, newspapers
- Alcoholic Beverages

Travel expense documentation

- Travelers are requested to submit completed expense reports to AFP IHQ offices within 30 days of the completed board meeting.
- Travelers should use the approved Travel Expense Report provided at time of board meeting.
- Travelers are asked to substantiate all expenditures with receipts subject to the provisions above.
- You will be reimbursed for your actual expenses only.

AFP Board Members (Association only)

- AFP will cover the travel costs (airfare and hotel) of the chair or designee attending international and other (non-board) meetings of the association as necessary.
- AFP will cover the travel costs for all officers to attend the annual Executive Committee retreat in January.