



## POLICIES REGARDING REIMBURSABLE EXPENSES FOR ACCME VOLUNTEERS AND STAFF

The guiding principles of the ACCME travel expense reimbursement policies are reasonableness with neither profit nor loss to the volunteer, and fairness to the accredited providers, which ultimately pay the travel expenses of all ACCME staff and volunteers. Inherent in these policies is compliance with IRS reimbursement guidelines. The following limitations define reasonable and fair travel expenses. Questions about these policies should be directed to the ACCME at 312-527-9200 or [info@accme.org](mailto:info@accme.org).

### TRAVEL REIMBURSEMENT FORMS

Reimbursement of expenses may be obtained by completing [ACCME's Travel Reimbursement Form](#). Receipts are required for all expenses, excluding personal auto, exceeding \$40. Travel reimbursement forms must be completed and forwarded to the ACCME within 30 days following the travel event.

### AIR TRAVEL

The ACCME generally gives considerable advance notice of meetings or surveys, and travelers are expected to book travel as early as possible to obtain economical rates. ACCME travelers are urged to book their travel through ACCME's designated agency, Best Travel (773) 380-0150, so that the expense is direct-billed to the ACCME.

Travelers who choose to not utilize the services of Best Travel must still contact Best Travel to obtain a quote for round trip travel on the same day travel is booked. This quote will determine the maximum reimbursable amount for travel.

Travelers whose itineraries combine ACCME activities with non-ACCME destinations must contact Best Travel to obtain a round-trip fare quote to the site of the ACCME function. The amount of ACCME's reimbursement for a multiple destination airfare will not exceed the cost of this round trip fare quote.

The cost of upgrades to first class/business class air fare are not reimbursable.

### RAIL TRAVEL

If the traveler prefers rail travel, the ACCME will reimburse the cost of rail fare (coach rate) via the most direct route.

### GROUND TRANSPORTATION

Reimbursement is made for the most appropriate means of ground transportation to and from the airport/railway station at the point of origin and at the destination.

### AUTO RENTAL

Advanced authorization is required for ACCME to reimburse the cost for rental autos. Individuals will be authorized to use rental cars only when they represent the most practical and economical means of out of town transportation.

### PRIVATE AUTO/MILEAGE

Individuals using private autos while traveling for the ACCME will be reimbursed based on IRS guidelines (see <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>) plus fees for parking and tolls. The total amount of reimbursement for use of personal auto for long-distance travel may not, however, exceed travel costs which would be incurred for prevailing discounted airfare. Additional lodging charges which are incurred as a result of using private auto versus airline transportation will not be reimbursed unless specifically authorized in advance of travel.

### MEALS

The lower of \$77 or actual costs for all meals incurred on a single day will be reimbursed. If a meal charge covers other ACCME travelers, this must be indicated on the expense form along with the dates and names of the individuals covered. Charges for spouses or guest(s) should be deducted on the appropriate line of the expense form.

As a part of an official ACCME meeting, ACCME may schedule a group meal to discuss ACCME business. When the ACCME has scheduled a group meal function as a part of the official meeting, expenses for meals purchased elsewhere are not reimbursed unless specifically authorized in advance.

### HOTEL

For most official ACCME meetings, the ACCME arranges hotel accommodations for attendees. In these cases, the room charges and taxes are direct-billed to the ACCME. Travelers are responsible for any other charges they incur at the hotel, including meals and incidentals. Whenever incidental hotel charges are incurred, a copy of the paid bill, signed by the traveler, must accompany the reimbursement form.

Advance authorization is required for extended stays to take advantage of weekend airline discounts or associated with travel via personal auto or via indirect routing. Authorization will only be made when it can be determined that the additional lodging expenses result in reduced overall expenses.

The ACCME covers sleeping room expenses for the duration of a meeting or survey. Reimbursement will be based on the following standard lengths of ACCME activities. If your schedule is such that additional nights may be required, pre-approval is required.

Surveys (that require travel): One night  
ACCME Workshops: Two nights  
ARC meetings: Two nights  
Board meetings: Two nights

If you stay an extra night(s) for personal or non-ACCME related business, you are responsible for payment of such charges.

### MISCELLANEOUS EXPENSES

Miscellaneous expenses such as reasonable gratuities, airline baggage fees, and airport parking charges are reimbursable by the ACCME.

### PERSONAL EXPENSES

Expenses unrelated to ACCME business are not authorized for reimbursement by the ACCME. These include unauthorized extended stays at the hotel and additional travel, hotel, meal, and incidental charges for family members or guests, and travel expenses incurred for business related to other organizations. Personal incidental expenses, including cleaning, laundry, in-room video, health club or sports fees, and miscellaneous entertainment are **not** reimbursable.

Expenses for spouses or guests are authorized in those situations where guests are specifically invited to attend an ACCME event or function.