

AAPSE Travel Reimbursement Guidance/Policy

Objective:

- To establish travel cost reimbursement policy for AAPSE members attending meetings on AAPSE's behalf or to conduct AAPSE business.
- Care should be taken to approve requests that support AAPSE's mission and benefit the membership.

GUIDANCE:

WHO:

Any current and active AAPSE Board member or liaison can submit a request for travel reimbursement to attend a meeting to represent AAPSE or conduct AAPSE business. AAPSE business and the role of the individual shall be reviewed and determined by the Travel Reimbursement Review Committee (TRRC) based on the information provided on the reimbursement form "meeting justification" section.

WHAT:

Members shall use the AAPSE Travel Reimbursement Form (page 2) to submit justification for travel reimbursement.

HOW:

- AAPSE shall form a Travel Reimbursement Review Committee (TRRC) to review submissions.
- AAPSE Member travel reimbursement should be reviewed by the TRRC when submitted.
- The TRRC shall review all requests, and for the first year of the process, submit the request to the Executive Committee (EC) for secondary review. A response should be provided to the member within 10 days of receipt. Any member of the TRRC requesting reimbursement will be excluded from the decision process.

WHEN:

Requests should be submitted prior to attending the event. Post-attendance requests can be made but are at the discretion of the TRRC and/or the EC. (Example: Travel arrangements were already made and then AAPSE requested representation on short notice).

Requests shall be reviewed in order of submittal unless other items should be considered, such as registration deadlines or other agency travel approval policies.

The TRRC shall notify the requestor within 10 days of submittal whether travel reimbursement is approved or denied. If the request is denied, a brief justification for denial should be included. (Examples: Another AAPSE member has already requested reimbursement and is attending, meeting attendance on AAPSE's behalf is not required, etc.)

Following the meeting:

- Reimbursements shall be processed once:
 - A 1-2 page written summary/synopsis of the meeting attended is provided to the EC Including:
 - Meeting attended
 - Meeting details
 - Action items that AAPSE should address
 - Receipts for direct reimbursement are provided or travel expenses summary showing travel costs.

TRAVEL BUDGET:

The EC shall set both an individual and annual budget for reimbursements.

AAPSE TRAVEL REIMBURSEMENT FORM

Requestor's Information

Name:		Phone #:	
Address:		Email:	

Event Information

Meeting/Organization Name:		Meeting Date(s):
Location:		
Meeting Justification:		

Reimbursement Information:

Which type of reimbursement are you requesting? Check one option. Backup documentation is required.

<input type="checkbox"/>	Must show travel expenses including flight, hotel, and per diem.
<input type="checkbox"/>	Receipt reimbursement- must provide receipts for direct reimbursement; reimbursable amount may not exceed individual limit set by the AAPSE EC

Payee Information

Name:		Phone #:	
Address:		Email:	
PO/Contract # (optional):		Include W-9 for payee at time of reimbursement	

FOR TRRC/EC USE ONLY- Make any necessary notes for decision

<input type="checkbox"/>	Requestor is Current Active Member of AAPSE		
<input type="checkbox"/>	Reimbursement request is APPROVED- note any special terms of approval and budget amount		
<input type="checkbox"/>	Reimbursement request is DENIED- provide response		
PAID? Y N	Date Paid:	Amount Paid:	Check #/Reference: