

**STANDING COMMITTEE ON TECHNOLOGY AND INFORMATION SYSTEMS
TRAVEL REIMBURSEMENT POLICY**

I. Policies: The following is an outline of the policies for reimbursing Standing Committee members for travel expenses. Reimbursements are limited to Standing Committee members and to certain events.

a. Airfare: Air travel used in conjunction with Standing Committee meetings may include all necessary long-distance transportation *not to exceed* coach fare or economy class fares published by the appropriate commercial air carrier, and local transportation between terminals and hotel, home or office. In order to conserve the funds allocated for this purpose Standing Committee members are strongly encouraged to seek the lowest possible fare.

b. Per Diem: Generally, hotel or motel sleeping room accommodations X O -v meals and gratuities may be reimbursed at cost but not to exceed \$100 per day. When individual travel is related to a Standing Committee meeting, the per diem allowance may be provided for each day or fraction thereof during which the Standing Committee meets, plus not more than one additional day if required for transportation. Hotel charges in excess of the single rate per day are considered personal and are not reimbursable.

c. Ground Transportation: Generally, ground transportation to and from the airport or other public transportation systems are reimbursable.

2. Procedures:

a. Individual Reimbursement Amounts:

1. If reimbursement is requested for lodging, the hotel bill and receipts for all expenses over \$25 per item must be attached to the Request for Reimbursement.
2. If reimbursement is requested for travel, the original (or copy) of the airline passenger receipt (or rail voucher or car rental invoice) must be attached to the Request for Reimbursement.
3. According to ABA policy, no individual may be reimbursed from Association funds for travel, lodging, or subsistence for Attendance at an Annual Meeting or for expenditures incurred TO attend any meeting held in the seven days preceding or following an Annual Meeting.

4. Normal reimbursement guidelines are as provided for meetings when the Standing Committee meets during a Midyear Meeting, unless determined by the Chair.

5. The following is a list of non-reimbursable expenses: In-room movies; hotel room safe; use of hotel facilities such as health clubs; meal/lodging costs for spouses or guests; telephone calls and faxes (except for Standing Committee business); entertainment; laundry and cleaning expenses; and all other expenses not specifically enumerated above as reimbursable.

6. A completed Request for Reimbursement Form should be sent to the name and address on the form.

b. Reimbursement Deadline:

Request for reimbursement, appropriately substantiated, should be submitted within 30 days in which the expense is incurred. Under no circumstances will reimbursement be made if the request therefore is not submitted within 90 days after the expense is incurred.

c. Changes in Travel Plans:

Once made and ticketed, changes in travel plans which result in ticket penalties being assessed will be paid by the traveler, unless the change in travel plans resulted from action or inaction on the part of the Standing Committee. If the Standing Committee is responsible for necessitating a change in travel plans that result in a penalty, the Standing Committee will reimburse the traveler for the penalty.