



ACRP CORPORATE TRAVEL POLICY

ACRP strives to spend the membership's resources carefully and efficiently. The intent of this policy is to ensure this as well as the consistent and fair treatment of ACRP travelers who are required to travel to conduct ACRP business.

Airline arrangements, including changes and cancellations of travel arrangements, must be made through ACRP's designated travel service provider. ACRPs current travel service provider is Travel by Kim (888-801-9683). Airline tickets purchased through an agency other than ACRPs designated travel service provider will not be reimbursed unless approved in advance by the Executive Director or Chief Operating Officer (COO). Travelers who encounter problems with ACRPs designated travel service provider should inform the COO so that corrective measures can be taken.

ACRP travelers are required to provide the travel service provider with full name (as used on the ID to be presented at the airport), date of birth and gender as required by the Transportation Security Administration.

ACRP travelers may combine personal and business travel (or other business obligations) on the same trip provided there is no additional cost to ACRP. In the event there are incremental costs incurred; the ACRP traveler must reimburse ACRP for those expenses. They may also provide a personal form of payment and submit the ACRP approved travel cost for reimbursement.

Rail or bus transportation may be used when required by the destination or by business necessity. Business class rail tickets will be allowed, providing the cost does not exceed "Y" class airfare for the same trip.

Flight arrangements must be confirmed at least 21 days prior to travel unless advance notice of the meeting was not provided. Tickets purchased within 20 days will be reimbursed by ACRP at the lowest 21 day advance ticket price. Any additional expense of the airfare will be borne by the ACRP traveler. Air travel will be via the most direct and economical means. The travel service provider will advise the lowest fare and routing, determined by an examination of all major carriers possible within a two hour window of the requested departure/arrival time. Consideration will be paid to specified airline requests in order to accommodate frequent flyer programs. Mileage upgradeable (one cabin upgrade maximum) fares will be allowed on international flights exceeding 6 hours in duration not to exceed \$1,000. The upgradeable fare requires approval of the Executive Director or COO. ACRP travelers may retain all benefits from frequent flyer club memberships. ACRP will pay a premium seat charge on international flights when economy class seating is booked unless within 20 days of the date of required travel.

For the Association Board of Trustees (ABoT) Chairperson and Executive Director, ACRP will pay for an upgradeable ticket on domestic and international flights.

In the event flight arrangements have not been booked through the travel service provider by the predetermined time, the ACRP traveler will receive a check from ACRP in the amount of the estimated air fare and be responsible for booking their own arrangements.



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If a Saturday night stay is required for a considerable fare savings, ACRP will cover the cost of one extra hotel night if the fare savings exceeds the cost of the one extra hotel night and additional meal reimbursement

Cancellations of airline reservations must be made in the same manner that was used to make the original reservations. If the travel service provider is closed the "after hours help desk" may be contacted. Airline tickets lose their value if a passenger is a "No-Show." If a trip is cancelled (due to passenger or ACRP action) it is requested that the airline holding the credit take priority for the next ACRP travel opportunity.

Flight delays, misconnects, and cancellations will occasionally occur. Responsibility for rebooking rests with the airline and the ACRP traveler. For assistance the ACRP traveler must contact the airline, travel service provider or the "after hours help desk".

ACRP will pay single occupancy hotel room rates based on the location and length of the meeting. Hotel accommodations are covered on the ACRP master account.

The travel service provider offers a "after hours help desk. This number is referenced at the bottom of all travel confirmations. This service is available during all "non business" hours. This service is provided for the purposes of last minute cancellations and problems arising during travel (such as weather issues, misconnects, etc). Please do not use the service for purposes of reconfirming flights or making personal changes such as seating assignments. ACRP requires that you seek the assistance of the travel service provider, or the "after hours help desk", prior to incurring any additional expenses to existing tickets.

The Association will reimburse actual costs each way for transportation to/from airports or train stations.

ACRP will reimburse mileage according to the current tax code (2011- at \$0.51 per mile), up to the cost of alternative transportation methods. Reimbursable mileage equals the number of miles that are in excess of your normal, daily commute to the ACRP office.

Expense reports must be submitted within 30 days of travel and are to be used for reimbursement of incidentals such as local travel. If request for expenses are presented after 30 days, payment requires approval of the Chair of the Finance Committee.

ACRP will only reimburse from original receipts. Receipts are required for all expenses \$75 and over.

NON-REIMBURSABLE EXPENSES:

No-show charges

First or business class airfare upgrades

Expenses for travel companions

Life or travel accident insurance

Parking fines and traffic tickets

Entertainment (i.e. in-flight and in-room movies)

No telephone expenses, other than local connection charges, will be reimbursed.



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OTHER TRAVEL-RELATED EXPENSES:

Other expenses are reimbursable provided they are legitimate, necessary and reasonable expenses directly connected with or pertaining to ACRP business. These expenses include hotel room internet access and fees associated with one checked piece of luggage.

ADMINISTRATION:

ACRP will make its best efforts to keep ACRP travelers advised of the 21 day deadline for booking their air travel through the travel service provider, but it is the responsibility of the ACRP traveler to follow the guidelines of this policy.

The ACRP Finance Department and the travel service provider will be the responsible parties for the determination of the lowest fare in the event of air travel purchased within the 21 day window.

Adopted by the Board of Trustees –
Revised March 24, 2011