

# **ASLH GENERAL TRAVEL REIMBURSEMENT GUIDELINES**

## **PURPOSE**

The purpose of the Travel Reimbursement Guidelines is as follows:

- To assist ASLH members and grantees throughout the travel and reimbursement process;
- To provide ASLH members and grantees with a clear and consistent understanding of the Society's travel and reimbursement guidelines;
- To ensure that expenditures are properly documented in accordance with Internal Revenue Service regulations;
- To set reasonable standards that permit ASLH members and grantees to make arrangements for transportation, accommodations, and related expenditures efficiently and in a cost-effective manner.

## **POLICY STATEMENT**

### **A. Travel Reimbursement Guidelines**

The American Society for Legal History appreciates the efforts of those who travel on Society business or as funded by a Society grant. Travelers should be comfortable while traveling, understand the Society's travel reimbursement guidelines, and obtain reimbursement quickly. At the same time, it is necessary to keep travel expenses within reasonable limits and to follow consistent reimbursement procedures.

### **B. Scope of the Travel Reimbursement Guidelines**

These guidelines apply to anyone who incurs ASLH travel expenses including those who receive a grant from the ASLH Projects & Proposals Committee that includes funding for travel. (Personal travel is not reimbursable.) Failure to comply with these guidelines may result in a delay or denial of reimbursement.

### **C. General Guidelines**

- The ASLH will reimburse members and grantees for reasonable and properly documented travel expenses incurred when approved for Society business or as part of a Society sponsored project.
- In general, ASLH members and grantees should select methods of economy travel that are comfortable, applying customary and reasonable professional standards in the selection of travel services.
- When practicable, travelers should select the least costly economy airfare available and use standard accommodation in reasonably priced hotels, taking advantage of educational, non-profit and group discounts.
- Expenditures may be reported on either an actual cost basis (substantiated with receipts) or a per diem (daily allowance) basis based on US GSA domestic and US State Department foreign standards. Whichever method is chosen must be applied to the entire trip.

### **D. Responsibility of the Society Treasurer**

The Society Treasurer has primary responsibility for ensuring compliance with these guidelines and for verifying that expenses and expense reports meet the below criteria. If the Treasurer needs to submit a travel reimbursement, the Chair of the Finance Committee will assume responsibility over the claim.

- The travel expense was incurred while conducting Society business or with Society support.
- The information contained on the expense report and supporting documentation is accurate and complies with these guidelines.
- The travel expense meets applicable Projects and Proposals Committee guidelines and applicable regulations.
- The expenditure is charged to the proper budget.

## **E. Transportation**

### *Airfare:*

Air travel is normally reimbursed for the lowest economy airfare only unless otherwise approved by Treasurer. Exceptions for travel involving an extended period of travel time or connections will be permitted with the prior written approval of the Treasurer.

### *Reimbursement for Rental Vehicles:*

When requesting reimbursement for rental vehicles, the original itemized rental receipt/agreement must be submitted. Credit card receipts and other forms of proof of payment are not acceptable documentation.

### *Use of Personal Vehicles:*

The use of a privately-owned vehicle for Society business purposes is authorized when it is cost effective. Society members and grantees will be reimbursed at the current Internal Revenue Service rate per mile, plus properly documented parking fees and tolls. The IRS per-mile rate covers the total cost of operating an automobile for local travel or transportation away from home, including such items as gasoline, oil, maintenance, repairs, etc. The total expense reported for transportation using a personal vehicle may not exceed the equivalent allowable economy airfare.

### *Other Transportation Costs:*

Other transportation expenses include the cost of taxis, airport shuttles, and public transportation while on approved Society travel.

## **F. Lodging and Meals (for less than 8 days in a single location)**

The following applies to reimbursements on an actual cost basis:

### *Lodging:*

Travelers should use standard accommodations in reasonably-priced hotels, motels or airbnb-style lodging, as appropriate. Many hotels and motels charge reduced rates for those who identify themselves as University faculty. Because hotel reservations are generally guaranteed to ensure lodging for late arrivals, travelers are required to cancel reservations in a timely manner to prevent “no-show” charges. When requesting reimbursement, the original itemized hotel bill and the original receipt showing proof of payment must be provided. If direct billing is involved, the Society must be listed as the purchaser on the invoice. Only lodging charges and related taxes will be paid.

### *Meals:*

Receipts for meals should be provided unless a per diem rate is being claimed. When meal expenses include charges for individuals other than the employee being reimbursed, the name(s), the business purpose(s), and the date of the meal must be provided.

## **G. Lodging and Meals (for more than 7 days in a single location)**

The following applies to reimbursements on an actual cost basis:

### *Lodging:*

Travelers should use standard accommodations in reasonably-priced hotels, motels or other alternatives (such as airbnb or corporate apartments) with kitchens if available, as permitted by law and practice. When requesting reimbursement, the original itemized bill and the original receipt showing proof of payment must be provided. If direct billing is involved, the Society must be listed as the purchaser on the invoice. Only lodging charges and related taxes will be paid.

### *Meals:*

Employees should obtain and prepare their own food as they would do at home. Per diem rates will be permitted only when the rate at the destination exceeds the rate in the US, and then only for the difference between the two rates.

## **H. Local Travel Expenses**

For local travel expenses, the Society will reimburse a traveler for the expense when it is deemed to be necessary, reasonable, and appropriate by the Treasurer and in accordance with Society guidelines. A personal credit card should be used to pay for local travel expense. All local travel expense reimbursements must be approved by the Treasurer.

Documentation of reimbursable travel expenses must include the original receipt, name(s) of person(s) in attendance, their relation to the Society or other affiliation, date(s), and business topics discussed or business purpose of the expense. Additional substantiation of expenses may be requested if the relationship and business purpose are not clearly indicated. In the absence of appropriate documentation, the expense may be denied.

## **I. Spousal Travel**

Normally, the Society does not facilitate spousal travel.

## **J. Other Reimbursable Expenses**

The following incidental expenses, when directly related to business travel, generally are reimbursable, subject to Treasurer approval and proper logging:

- Tips for meals should be indicated on meal receipt
- Tips: baggage, valet, porter, etc.
- Currency conversion
- Traveler's check fees
- Banking transaction charges
- Business office expenses (i.e., fax, copy services, etc.)
- Overnight delivery/postage/airfreight charges, if sending a package for business-related needs

## **K. Non-Reimbursable Expenses**

Travelers will NOT be reimbursed for the following miscellaneous expenses (including, but not necessarily limited to):

- Family members' travel expenses.
- Flight insurance.
- Personal telephone calls.
- Personal entertainment and all other items of a personal nature.
- Expenses related to personal/vacation days while on a business trip.
- Laundry and dry cleaning during business travel of less than 5 days.
- Fines and penalties.
- Parking, traffic tickets, or any other motor vehicle violations.
- Any item appearing unreasonable in nature or amount.
- Annual fees for credit cards or Corporate Card Reward Program fees.
- Excess baggage charges, or replacement cost of lost baggage and its contents.
- Rental of cellular phones or usage with rental car.
- Auto/Air/Rail Club memberships.

Furthermore, the Society will not reimburse travelers for expenses already covered by other sources. While it is also possible for travelers to extend business trips for personal reasons, all associated personal expenses shall be covered by the traveler.

## **L. Expense Substantiation**

The Society will reimburse travelers for reasonable and necessary expenses incurred for authorized Society business

when the documents and approval required above are properly provided and secured. Expenses are reimbursed on an actual cost basis, and original receipts must be submitted for expenses. Per Diem (daily allowance) rates may be chosen, and the per diem rate must be used for the entire trip. Each trip must be reported separately.

- In cases where it can be assumed that receipts will be difficult to obtain, the employee may keep a detailed log of the expenses to submit when reimbursement is requested.
- For expenses of a small and incidental nature for which receipts are not readily available, an exception may be permitted.
- Lost receipts are the responsibility of the traveler, and will not be reimbursed.

#### **M. Completing a Travel and Business Expense Report**

A Travel and Business Expense Report must be completed generally within 30 days after a traveler returns from a trip. Each trip must be reported separately on a Travel and Business Expense Report.

Travelers may not authorize reimbursement of their own travel expenses. The following signatures must appear on the Travel and Business Expense Report:

1. The individual requesting reimbursement (normally the traveler).
2. The Treasurer or the Chairman of the Finance Committee, if the Treasurer is the traveler.

The traveler is responsible for converting foreign currency to United States funds on the Travel and Business Expense Report. The rates used must be included on the Travel and Business Expense Report and should be those in effect at the time of the transaction, not those in effect at the time the Travel and Business Expense Report is completed. For background information on foreign currency conversions, visit [www.oanda.com/convert/classic](http://www.oanda.com/convert/classic).

#### **REFERENCES**

Travel and Business Expense Report

*Domestic Per Diem Rates*

[www.gsa.gov](http://www.gsa.gov)—Click on “Per Diem Rates” and follow prompts

*Foreign Per Diem Rates*

[www.state.gov/m/a/als/prdm/](http://www.state.gov/m/a/als/prdm/)

*Foreign Currency Conversions*

[www.oanda.com/convert/classic](http://www.oanda.com/convert/classic)

*United States Department of State Travel Advisories*

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

- (1) Name (print) \_\_\_\_\_
- (2) Officer, Committee or Grant \_\_\_\_\_
- (3) Purpose of Trip \_\_\_\_\_
- (4) Bank name, routing number and account number \_\_\_\_\_
- (5) Bank account holder's address \_\_\_\_\_

(6) DATE	(7) FROM, TO AND EXPLANATION	(8) MEALS DO NOT INCLUDE PREPAID CONFERENCE MEALS	TRANSPORTATION			(13) HOTEL	(14) MISC. (below)	(15) TOTAL
			(9) PERSONAL MILEAGE (in own vehicle)	(10) TAXI	(11) RENTAL			
		Breakfast	Miles					
		Lunch	54 per mile					
		Dinner	Total					
		Daily						
		Breakfast	Miles					
		Lunch	54 per mile					
		Dinner	Total					
		Daily						
		Breakfast	Miles					
		Lunch	54 per mile					
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		Breakfast	Miles					
		Lunch	54 per mile					
		Dinner	Total					
		Daily						
		Breakfast	Miles					
		Lunch	54 per mile					
		Dinner	Total					
		Daily						

(16) Explain any unusual expenditures. If any entertainment is included, spell it out who, his title, business, topics discussed and any other pertinent information justifying the expense.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(17) Total Expenses

By signing, the "Treasurer" certifies that he or she reviewed the claims associated with this reimbursement request, found them to be reasonable and in accordance with Society procedures, that no portion of this claim was provided free of charge (or included in the conference fee) and hereby authorize payment.

I (the traveler) certify the expenses were actual, reasonable and incurred, and not reimbursed from any other source or will be paid from any future resource.

Traveler's Signature \_\_\_\_\_

Treasurer's Name \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_