

# **GUIDELINES FOR VOLUNTEERS CLAIMING REIMBURSEMENT OF EXPENSES INCURRED ON BEHALF OF ACOG**

Travel expenses will be reimbursed consistent with ACOG's Executive Board policies. Expenses must be reasonable, necessary and adequately documented to comply with ACOG's auditing and Internal Revenue Service (IRS) regulations. Receipts are required for all items exceeding \$25. These receipts must be submitted with your expense report to qualify for reimbursement. **Expense reports must be submitted within 60 days after traveling to be eligible for reimbursement.**

ACOG staff are responsible for questioning expenses that appear excessive or are unsubstantiated. Reasonable and documented expenses in the following categories will be reimbursed:

## **A. Travel (Air and rail travel arrangements may be booked through ACOG's travel agent, ATC Travel, by calling 800-458-9383 or 703-253-6004).**

1. Necessary air and rail fare not to exceed coach class. Maximum airfare reimbursement is the least expensive economy fare (normally 21-day advance purchase). ACOG will not reimburse the cost for airline upgrades.
2. Personal automobile travel at the rate currently allowed by the IRS, not to exceed air or rail fare when this is available. As of January 2020, the IRS allowed mileage rate is fifty-seven and one-half cents (57.5¢) per mile. If more than one person travels on business in the same automobile, only one person may claim reimbursement for such transportation expense.
3. Reasonable and necessary rental car expenses will be reimbursed as long as other lower cost transportation options are not available.
4. Necessary cab, shuttle, bus, and subway transportation.

## **B. Housing and Meals**

1. Reasonable, comfortable accommodations. Suites are not authorized except as defined by Executive Board Policy.
2. Reimbursement for reasonable and necessary individual meals incurred outside of ACOG authorized and sanctioned committee or task force supplied meals will be limited to \$150.00 (including gratuities) per day. Any request for reimbursement above the specified daily maximum must be justified in writing.
3. Reasonable charges for meals and entertainment of others, when these charges are related to ACOG's business purpose. IRS regulations require that expenses of this kind be described, **including business purpose and persons attending.**

## **C. Other Expenses**

1. Tips (apart from tips included in meal costs).
2. Phone calls up to a maximum of \$25.00 per day.
3. One in-room movie per day during hotel stay.
4. Health club charges up to a maximum of \$25.00 per day.
5. Other miscellaneous expenses must be listed and fully described. Personal expenses, e.g., clothing and souvenirs will not be reimbursed.

## **D. Traveling with Family Members/Guests**

The expenses incurred by a spouse, guest, or family member are not reimbursable. When accompanied by other family members, an individual whose expenses are reimbursable should only claim reimbursement for his/her own business travel, meals and the single hotel room rate charge.

## **E. Gap Travel**

Gap is defined as travel, food, lodging and incidentals for days between ACOG meetings or other travel on ACOG's behalf when the individual chooses to stay at one of the locations or somewhere in between, rather than returning home between meetings. If deemed the most economical option for ACOG, gap travel will be reimbursed for necessary and reasonable expenses upon the submission of documented expenditures. ACOG will not pay additional transportation costs for routing other than the required by official ACOG business. Gap travel must be documented in ACOG official financial records to preclude any interpretation that the gap travel results in taxable income to the individual involved.

## **F. Travel Insurance**

A \$250,000 travel accident policy (with reduced benefits payable for those age 70 or older) covering all ACOG representatives travelling on official business from the time they leave their homes or offices, whichever is later, up to the time they return to their homes or offices, whichever is earlier, is provided by the national office at its expense.

