

AAUW Start Smart/Work Smart Facilitator Travel and Expense Policy

Expenses

AAUW Start Smart and Work Smart facilitators who incur expenses in the fulfillment of their responsibilities are entitled to reimbursement of expenses. All expenses must be accounted for on AAUW's expense report form and must be submitted to the AAUW Salary Negotiation Program Assistant for review and approval. An electronic, fillable copy of the form can be found here: <http://bit.ly/aauw2015expensereport>

Expense reports must be submitted within 30 days of your facilitated Start Smart/Work Smart workshop in order to receive reimbursement. A daily record of all expenses is required. All items listed on the expense report should show date, business location and business purpose.

Expense reports must include:

- The individual's name;
- The date, destination and purpose of the trip;
- A clear description of all expenses for which reimbursement is requested; and
- Attached receipts for all expenses.

By signing the expense report, the facilitator is representing that the expenditures incurred and reported are accurate.

To receive reimbursement, all business-related travel expenses must be detailed on an expense report. Facilitators are expected to make every effort to find the lowest-priced transportation, lodging, and other business-related expenses.

Receipts are required for all expenditures to be submitted with all expense reports. Receipts should be submitted from each vendor (preferably not a credit card receipt or statement) showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

Budget

AAUW's Salary Negotiation programs have an average budget of \$350 per trip, which includes ground transportation, lodging, meals. We recognize that some trips may exceed this budget (for example, when air travel is required due to the remote nature of some locations), and many will come under this budget.

If travel costs are projected to exceed this budget, please contact the AAUW Salary Negotiation Program Assistant at salary@aauw.org for prior approval.

Travel

AAUW recognizes that its facilitators are required to travel for the program. The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are reasonable and necessary, and (c) there is a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by designated facilitators.

When incurring expenses, committee, and task force facilitators are expected to be cost conscious and use good judgement to spend AAUW's money judiciously.

Personal Cars

Individuals will be compensated for use of their personal cars when used for Start Smart/Work Smart business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile.

In the case of individuals using their personal cars to take a trip that would normally be made by air, e.g., Minneapolis to Milwaukee, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare unless prior approval is given.

When submitting mileage expenses, a Google Map (or other online mapping tool) must be submitted with the expense report to demonstrate accurate mileage distance between the locations traveled. If distance is found to be shorter by AAUW than distance submitted, AAUW's calculation will be used.

Parking/Tolls

Parking and toll expenses, including charges for hotel and airport parking, incurred by individuals traveling on Start Smart/Work Smart business will be reimbursed for the length of travel for Start Smart/Work Smart business only.

Air Travel

A facilitator traveling on behalf of AAUW may accept and retain frequent flyer miles (or points) and any airline offered compensation for denied boarding for their personal use. Facilitators may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive tickets for flights during the same time period are otherwise available on another airline.

Facilitators are expected to use the most economical ground transportation that is available and reasonable, as determined under the particular circumstances, and should generally use the following, in this order of desirability:

- Courtesy vehicles;
- Airport shuttle;
- Taxis; or
- Rental vehicles.

However, the selection of mode of travel is also dependent upon other circumstances such as timing of

business meetings, availability of options, and itineraries.

Facilitators traveling on behalf of AAUW may incorporate personal travel or business with their business-related trips; however, facilitators shall not travel at a time that is less advantageous to AAUW or involving greater expense to AAUW in order to accommodate personal travel plans. Any costs incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals and transportation, are the sole responsibility of the facilitator, and will not be reimbursed by AAUW.

Expenses associates with travel of a facilitator's spouse, family, or friends will not be reimbursed by AAUW. While AAUW does not object to combining personal travel with business travel, AAUW will not pay for the personal part of the trip. Any questions on travel should be directed to the AAUW Salary Negotiation Program Assistant at salary@aauw.org.

Lodging

AAUW will reimburse facilitators for overnight stays when required by facilitation role (e.g. long-distance travel or multiple workshop dates). Facilitators are expected to use economical lodging options (within reason). A facilitator traveling on behalf of AAUW may participate in a hotel rewards program. Facilitators should not deliberately patronize a specific chain for the purpose of gaining rewards, if a comparable lodging option offers a more affordable rate. AAUW's suggested lodging options include:

- Hampton Inn;
- Marriott;
- Hilton Garden Inn; or
- Local equivalent.

However, the selection of lodging is also dependent upon other circumstances such as timing of workshops, availability of options, and itineraries.

Meals

All meals are reimbursable when directly related to the business of AAUW.

Meals while on travel or away from the office should be reasonable and necessary. Alcoholic beverages with or without meals are non-reimbursable.

Non-Reimbursable Expenditures

AAUW maintains a policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance;
- First class tickets or upgrades;
- Limousine travel;
- Movies or other entertainment activities;
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar

- recreational organization;
- Participation in or attendance at golf, tennis or sporting events, without the advance approval of AAUW staff;
 - Purchase of sporting equipment;
 - Spa or exercise charges;
 - Clothing purchases;
 - Business conferences and entertainment which are not approved by staff;
 - Valet service;
 - Car washes;
 - Toiletry articles;
 - Parking tickets, fines; and
 - Tips, excluding restaurants (valet parking, etc.).



2015 EXPENSE REPORT

Receipts Must Be Attached

(List Only Reimbursable Expenses)

DATES (04/12/15)						Total
1. General Travel	7200					\$ -
2. Air Travel	7210					
3. Automobile Rental Ground Travel	7220					
4. Total Auto Mileage X \$.575/mi Ground Travel	7220					-
5. Gas/Parking/Taxi/Limo/Toll	7220					
6. Lodging	7240					
7. Travel - Meals	7250					-
8. Meeting Expenses	7300					-
9. Telephone / Fax	7615					-
10. Postage/Mailing	7110					-
11. Courier/Express Delivery	7120					-
12. Stationery/Supplies	7620					
*Total Expenses						\$ -
*Less Advances (enter as a negative number)						
*Less Amount Billed to AAUW (enter as a negative number)						
*Less Amount Billed to AAUW (enter as a negative number)						
*Balance Due or (Due AAUW)						\$ -

MAIL TO:

AAUW Attn: Finance Dept

1111 16th Street, NW

Washington, DC 20036

Note: Use a Separate Expense Report For Each Trip Away From Home or For Each Different Dept. & Cost Center.

Name _____

Address _____

Description of travel _____

and expenses _____

Place (City/State) _____

Due 30 Days After the Last Day of Incurring Expenses.

ONE EXPENSE REPORT PER PROJECT
PROJECT/EVENT
Description and Location

*Please list Names or Groups included on this report.

I certify that to the best of my knowledge the expenses stated above are true & correct in accordance with AAUW Policy.

Print Name: _____ Date: _____

Approved By: Print Name - **DO NOT TYPE IN** _____ Date: _____

Approved By: Signature _____ Date: _____

			1 - Unrestricted	
ENTITY	DEPT	GL ACCT	RESTRICTION	COST CTR