

EACUBO Travel Policy

This policy is intended to provide a clear and consistent understanding of EACUBO's travel expense reimbursement policy for members of EACUBO's Board of Directors and committees.

Travelers should spend association funds prudently. Business travel expenses will be paid by EACUBO only if they are reasonable, necessary, and in accordance with this policy. Individuals who incur business travel expenses should neither gain nor lose personal funds as a result of their travel.

Reimbursement Policy

Coverage begins at the actual start of a trip, whether it is from the traveler's regular place of employment, home, or other location. It terminates when the traveler reaches either home or the office.

EACUBO will reimburse reasonable business expenses for telephone and/or Internet connection during travel days. For long distance calling, avoid the high cost of direct hotel services whenever possible by using an alternate method (personal calling plan, prepaid calling card or cell phone).

The costs of personal or business expenses unrelated to EACUBO business will not be reimbursed. These costs include, but are not limited to, valet service (valet parking is authorized), laundry, entertainment, golf fees, tennis fees, movies and mini bar purchases. Reimbursement is also prohibited for entertainment, towing, parking or driving infractions, vehicle repairs or insurance.

EACUBO will pay travel fares and normal daily expenses for the President's attendance at regional ACUBO annual meetings. EACUBO will pay the travel expenses (conference fees, transportation, lodging and other travel expenses) incurred by the spouse/guest of the President in connection with attendance at EACUBO's annual meeting and workshop, and regional ACUBO annual meetings. EACUBO will reimburse the spouse/guest travel expenses subject to the following:

The Internal Revenue Service requires organizations that choose to reimburse spouse travel to inform the traveler that the spouse's travel costs will be treated as taxable income and will be reported to the IRS.

Original receipts for all expenditures above \$25 should be attached to the EACUBO expense report if reimbursement is requested. EACUBO accepts forms/receipts that are scanned and submitted by email.

Requests for reimbursement should be submitted within thirty (30) days of the event for which reimbursable expenses were incurred.

Air/Train Travel

Travelers should use the most economical coach fares, which should be booked at least 30 days in advance of the meeting date. In some circumstances, staying over a Saturday night will make the traveler eligible for a special fare that will decrease the total cost of the trip. If staying over a Saturday night results in a fare that is less than the hotel night and associated expenses including meals, EACUBO will reimburse the traveler for those associated costs. EACUBO will not reimburse for costs associated with upgrades and business class travel. A free upgrade should be noted on the expense report filed for the trip to affirm that EACUBO is not asked to pay for the upgrade.

Vehicle Use

When a personal automobile is used for transportation and the distance traveled is more than 300 miles, transportation reimbursement will be made at the lesser of coach airfare or the EACUBO mileage allowance. Use of a personal vehicle will be reimbursed at the mileage rate consistent with IRS rules and regulations, plus toll and parking charges. EACUBO urges travelers to use an economical means of ground transportation. If a car must be rented, reimbursement will be for the actual rental cost plus mileage charges (if the vehicle rented does not include unlimited mileage) and payment for fuel purchases.

Hotel

Receipts for lodging are always required. Meals and incidental expenses on lodging receipts must be itemized separately. Incidental expenses include fees and gratuities for individuals providing services such as food servers, hotel housekeepers and luggage handlers.

If a board or executive committee meeting occurs over a two-day period, up to three hotel nights will be reimbursed. When a meeting is held in association with an annual meeting or workshop, up to two hotel nights will be reimbursed. For the program committee, normally two nights are reimbursed for the annual meeting or workshop, but this may be extended to three nights if necessary due to reasonable travel arrangements.

If a lodging or other receipt greater than \$25 is not issued or is lost, a detailed log will serve as sufficient documentation of the actual cost. EACUBO expects that a good faith effort will be made by travelers to collect and retain all required receipts. Receipts are always the preferred form of documentation.

Miscellaneous Expenses

Tipping a porter, bellman, or waiter should be based on the quality of service rendered. EACUBO will reimburse the traveler for reasonable gratuities. Tips not included with meals or cab fare should be listed separately on the EACUBO expense report. Travelers will not be reimbursed for tips in excess of 20 percent. All items entered as tips should be accompanied by an explanation showing for what service the tip was paid.

When a trip involves traveling for both EACUBO and other purposes, the traveler will reasonably allocate the costs between EACUBO and other activities.

Meals

EACUBO will reimburse reasonable meal expenses associated with attendance at scheduled meetings of the EACUBO Board of Directors or committees, and while in transit to and from the meeting site.

Meals will be reimbursed based on their actual cost, not to exceed \$100 per day. Receipts showing the cost of meals above \$25 are required.

Meals taken in lieu of EACUBO-provided or EACUBO-sponsored meals are not reimbursable.

Restaurant receipts must include the following information: name and location of restaurant, number and names of people served, date and amount of expense. Gratuities should be shown on the credit card or restaurant receipt.

Annual Meeting/Workshop Travel Expense Reimbursement

If a board meeting is held in conjunction with an annual meeting or workshop, the association will only pay expenses for lodging and meals related to participation in the EACUBO board or committee meeting and other travel-related expenses in accordance with these guidelines.

If you have any questions concerning any other reimbursable expenses, please contact the EACUBO Treasurer.

Policy on Registration Rates for Regular Members of Other ACUBO Regions

EACUBO recognizes the potential benefits that may accrue to our members from effectively partnering with other ACUBO regions, particularly with regard to professional development opportunities. Therefore, EACUBO shall extend the member registration rate for any of the Association's professional development programs to registrants from an institution classified as a Regular Member of CACUBO, SACUBO or WACUBO. (This benefit does not extend to other membership categories within these regions) EACUBO shall also seek to obtain similar reciprocal agreements with these other regions for our members.

Endorsed by the EACUBO Finance Committee on 12/3/08 for action by the Executive Committee and adoption by the Board of Directors.

Comp Registrations and Reimbursements for Program Committee

EACUBO Program Committee members shall be eligible for complimentary registrations to the Annual Meeting and Annual Workshop. In addition, members shall be reimbursed for reasonable travel expenses and up to two (2) nights lodging.

Endorsed by the EACUBO Finance Committee on 12/3/08 and adopted by the Executive Committee 12/6/08 on behalf of the Board of Directors.

Comp Registrations and Reimbursements for Mentoring Program Committee Chairs

EACUBO Mentoring Program Committee Chairs shall be eligible for complimentary registrations to the Annual Meeting and Annual Workshop. In addition, Mentoring Program Committee Chairs shall be reimbursed for reasonable travel expenses and up to two (2) nights lodging.

Adopted by the EACUBO Board of Directors on 9/21/16.

Comp Registrations and Reimbursements for Program Speakers

Speakers: Invited

If the Program and Services Committee or a Board member recruits a speaker (whether for a general or concurrent session) to target a certain topic or competency, the speaker will be eligible for reimbursement for travel, one night's lodging and will receive complimentary registration. Documentation for speakers who qualify for reimbursement will be provided by the Program and Service Committee Chair to the Treasurer for record-keeping purposes.

Speakers: Call for Proposals

Speakers who are accepted through the call for proposal process for the Annual Meeting or Workshop are responsible for their own travel, lodging expenses, registration fees and are not eligible for travel expense reimbursement.

Speakers who are attending the Annual Meeting or Workshop only to deliver their presentation are not required to register. However, speakers who are interested in participating in other conference activities (including lunches or other meals, visiting the exhibit hall, etc.) or planning to attend additional general or concurrent sessions are required to register.

Business Partners

Business partners whose presentation has been accepted through the call for proposals process for the Annual Meeting or Workshop and are not an exhibitor or sponsor are responsible for all expenses including registration.

Business partners who have been accepted to speak through the call for proposal process for the Annual Meeting or Workshop and are also an exhibitor or sponsor may use their complimentary registration benefit. Please refer to the exhibitor or sponsor agreement for information regarding registration policies.

***Adopted October 2015**