



Policy:	Travel and Reimbursement Policy	
Effective Date:	August 1, 2020	
Approved By:	Ashton Hayward, President	 Ashton Hayward III (Jul 29, 2020 07:19 CDT)
	Hong Potomski, Executive Director	 Hong Potomski (Jul 29, 2020 07:23 CDT)

Scope & Purpose

Andrews Research & Education Foundation (AREF) recognizes that Team Members, Fellows, and Faculty are at times required to travel and incur business related expenses. The purpose of this policy is to ensure travel and other expenditures are appropriate and to define timely reporting and reimbursement of authorized expenses. AREF expects Team Members, Fellows, and Faculty to exercise discretion and sound business judgement when planning business travel, and to plan travel well in advance to acquire the best pricing.

Travel Request for Approval Process

Team Members and Fellows must complete a “Request for Approval of Official Travel” form (Attachment 1) for travel expenses to be reimbursed by AREF. For AREF sponsored conferences and educational events, the Education Manager will ensure the proper forms and approval are obtained for each Faculty Member. It is recommended that travel requests be submitted 2 months or more in advance along with required supporting documents to include, but not limited to: conference registration costs and event brochure/agenda; travel quotes (i.e., airfare and transportation); and lodging information. Request Form and supporting documents will be submitted to the Executive Director for review and approval. If projected expenses are specific to a department’s budget, the Finance Director will also review and approve before final travel arrangements are made. Once approved, Executive Assistant will work with the appropriate Department Head to make reservations. It is the policy of AREF to reimburse only necessary expenses related to business that furthers the mission of the Foundation.

Airfare Policy

All domestic flights will be booked in coach class. Travelers choosing to upgrade on domestic flights from regular coach seating may do so at their own personal expense. The additional cost incurred to upgrade seating will not be reimbursed by AREF. When a carrier imposes a fee for checked luggage, travelers will be reimbursed as long as proper documentation is noted. In this event, a personal credit card should be used for this expense. If a flight is rescheduled by the carrier, added fees will be expensed as airfare and reimbursed by AREF with proper documentation. Upon approval, Department Heads should work with the Executive Assistant to book the airfare with the business credit card.

For private/chartered aircraft, approval from the President or Executive Director must be obtained prior to taking the trip. It is the responsibility of the Team Member, Fellow, and/or Faculty to obtain approval and provide the supporting documentation. The reimbursement rate will reflect the lesser of estimated mileage reimbursement costs or commercial coach fare to/from the location. The Team Member, Fellow, and/or Faculty will be responsible for expenses outside of the reimbursed rate as mentioned above.

Transportation Policy

The most economical form of ground transportation available should be used during travel where personal vehicles were not utilized. Consideration should be given to using hotel or airport shuttle

services where available. AREF will reimburse transportation to/from hotel and airport, and to/from conference site if not staying onsite at host hotel.

Personal vehicles may be used for travel if other modes of transportation would be more costly or involve a loss of time. AREF will reimburse for use of personal vehicles based on the current per mile expense rate of \$.58 per mile. Expenses for parking and tolls will be reimbursed at cost. AREF will not reimburse traffic or parking citations, fuel expenses for personal vehicles, or miles traveled to and from work. Mileage log (Attachment 2) should be completed and turned in along with any other supporting documentation for reimbursement after travel has occurred.

AREF will cover the use of a rental car in special circumstances where use of personal vehicle would be more costly (i.e., multiple members, fellows, or faculty traveling together instead of each utilizing their own vehicle and submitting for mileage reimbursement). Use of a rental car requires special advance approval from the Executive Director. AREF has an account with Enterprise, which should be utilized and booked by the Executive Assistant. Should a rental car be approved, other ground transportation incurring expense is strongly discouraged. The traveler utilizing the rental vehicle should list their personal auto insurance policy as primary when procuring insurance coverage for a rental car. Insurance claims should be reported to personal insurance carrier. Rental cars must be refueled to avoid excessive refuel surcharge. Reasonable expenses to refuel rental cars are reimbursable.

Lodging Policy

Team Members, Fellows, and Faculty Members should utilize hotels that are reasonable in cost. Hotel and cost estimate should be submitted along with the Request for Approval of Official Travel for prior approval by the Executive Director. Fellows and Team Members traveling together may be asked to share a room when appropriate. Once approved, Department Managers should work with Executive Assistant to reserve lodging through use of business credit card.

Meals and Entertainment

The daily maximum for reimbursement when traveling is the posted GSA "per diem rate" for the applicable city on the GSA website. This information can be found under "Meals & Inc. Exp" on the far right side page of the <http://www.gsa.gov/portal/category/100120> website. AREF will reimburse for meal expenses, including tips (max 20%), provided such expenses are reasonable, appropriate and properly documented by an itemized receipt. An itemized receipt is mandatory documentation for meal reimbursement. It is AREF's policy that alcohol is a non-allowable expense that will not be covered.

Receipts with alcohol expenses will be recalculated with drink cost removed. If attending an AREF conference or educational event where meals are not provided, AREF will reimburse for meal expenses as outlined above. AREF will only reimburse meals and expenses for Team Members, Fellows, and Faculty Members who are traveling for business or conferences directly related to AREF. Meals for spouses, family members, or friends will not be reimbursed, and should not be included on the itemized receipt turned in for reimbursement.

Non-Reimbursable Items - For the purpose of this policy, the below items are considered indirect business expenses that will not be reimbursed by AREF:

- Airline charges for special seating privileges
- Baby-sitting
- Charges for domestics
- Clothes (includes tuxedo rentals)
- Hotel movie rentals
- Kennel fees for pets
- Lost luggage or damage to personal property
- Luxury rentals including limousines or other vessels
- Massage and personal services
- Personal items (toiletries, hair care, etc.)
- Personal snack/meal expense on local same day trips excepts as specifically provided for in the meal section
- Reading materials (books, newspapers, magazines, etc.)
- Repairs, maintenance, or insurance on personal vehicles
- Traffic fines or court costs
- Travel, life, or accident insurance
- Alcoholic beverages
- Personal entertainment (movies, golf fees, health club fees, etc.)
- Any expenses incurred related to a spouse, family member, or traveling partner

Reimbursement Process

Reporting of expenses should be submitted with proper documentation within 2 weeks of the completed trip or event. Documents required are:

- Approved/Signed Travel Request Form (Attachment 1)
- Completed Reimbursement Request Form (Attachment 2)
- Original detailed/itemized receipts. Credit card receipts without detail are not considered proper documentation.
- Completed Mileage log (Attachment 3), if applicable.

Final documents should be submitted by Department Managers to the Executive Director for approval. Reimbursement checks will be processed and given to the Executive Assistant for dispersal within 2 weeks of receiving completed travel forms.

Attachment 1: AREF Request for Approval of Official Travel

Date of Request: _____

Name: _____

Type of Meeting (attach a copy of brochure): _____

Expected Objectives: _____

Location/City: _____

Dates (Including those absent from Organization): _____

Date/Time Conference Starts/Ends: _____

Traveling Team Member(s): _____

Method of Travel: _____

If Air Travel, include Full Name, DOB and FF#: _____

Estimated Expenses: Travel: _____
Hotel: _____
Meals: _____
Fees: _____
Misc.: _____
Total: _____

Have you attended a similar seminar? _____ Yes _____ No If so, when? _____

Is this meeting being held at another location? _____ Yes _____ No

If so, date and location: _____ Difference in cost to organization? _____

Justification for not attending alternate/less expensive site: _____

Is airfare less expensive driving to Mobile or Ft. Walton: _____ Yes _____ No

Is shuttle available vs rental car? _____ Yes _____ No; Difference in cost to organization? _____

Was this travel budgeted? _____ Yes _____ No Amount Budgeted: _____
If no, justification for trip: _____

Signature

Executive Director Signature

Phone Number

Date

Name: _____ Phone: _____ Dept Name: _____ Date: _____
 Purpose of Trip: _____ Authorized By: _____ Date: _____



Line	Item/Explanation	Sun_____	Mon_____	Tues_____	Wed_____	Thurs_____	Fri_____	Sat_____	Item Total for Week
1	Inter-City Travel, From								0
2	Inter-City Travel, To								0
3	Inter-City Travel, To								0
4	Personal Auto Miles								0
5	At .58 Cents Per Mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Air Fare/Train/Metro								\$ -
7	Local Transportation								\$ -
8	Parking, Tolls, Etc.								\$ -
9	Lodging, Hotel, Motel								\$ -
10	Personal Meals, Bfast								\$ -
11	Personal Meals, Lunch								\$ -
12	Personal Meals, Dinner								\$ -
13	Laundry, Cleaning, Etc								\$ -
14	Other								\$ -
15	Baggage								\$ -
16	Rental Car								\$ -
17									
18									
19	Entertain (detail below)								\$ -
20	TOTALS FOR EACH DAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Summary of Charges to Company	
Air Travel	\$ -
Lodging	\$ -
Meals	\$ -
Auto Rental	\$ -
Other	\$ -
TOTAL FOR WEEK	\$ -
Less Charges to Comp.	
Less Cash Advanced	
Amt. Due	\$ -

I certify this statement is accurate as to actual and necessary business expenses.
 BY: _____
 App'd By: _____

ENTERTAIN	WHEN Date	WHO Was Entertained? Persons, or Group (Names, Titles, Bus. Relation)	WHAT Meals, Show, Games	WHY Business Purpose or Reason for Entertaining	Totals
Enter "Entertainment Totals" (Daily and Total) Correspondingly on Line 19 Above					

ATTACHMENT 3: Mileage Log

Name

Department Name

Date	Destination	Odometer Out	Odometer In	Total Miles	Reason for Trip

Total Miles: _____
X \$0.58 Mileage Rate

Grand Total: _____

Signature

AREF Travel & Reimbursement Policy_Master

Final Audit Report

2020-07-29

Created:	2020-07-28
By:	DREW SKIDMORE (DREW.SKIDMORE@ANDREWSREF.ORG)
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