

## **TRAVEL EXPENSE REIMBURSEMENT POLICY**

The purpose of this policy is to provide specific guidelines for expense reimbursements. This policy follows accountable plan rules as defined by the IRS. As such, expense reimbursements must meet the following criteria:

- **Expenses must be related to activities of the AACR.**
- **Expenses must be adequately accounted for within a reasonable period of time.**
- **Reimbursements will be issued for travel, lodging and meals only. RECEIPTS ARE REQUIRED.**
- **Air travel must not exceed \$600-domestic and \$1,200-international.**
- **Meals allowance is \$60 per day. This is not a per diem.**
- **Amounts that exceed the maximum limits of allowable expenses will not be reimbursed.**

*Please allow 3 weeks for processing.* In the event that you have not received your reimbursement in that time, please contact the AACR Office of Science Policy and Government Affairs at 202-898-6499 or email the Senior Administrative Coordinator, Serita Henderson, [Serita.Henderson@aacr.org](mailto:Serita.Henderson@aacr.org).

### **AIR TRAVEL**

Travelers must book their air travel through the AACR's official travel agency, Corporate Traveler. **Reimbursements for air travel may not exceed \$600 for domestic travel (USA/Canada) and \$1,200 for international travel (outside US/Canada).** To book your air travel, please contact:

#### **Corporate Traveler**

(888) 666-4209 Toll Free

(215) 825-3650 Direct

[Garry.Staegemann@corporatetraveler.us](mailto:Garry.Staegemann@corporatetraveler.us) Email

Monday-Friday 8:00am-6:00pm EST

All travel arrangements should be made in advance, as airfare booked early can often be obtained at a much lower rate. Corporate Traveler will book economy round-trip airfare. Travelers must use the lowest available airfare. Travelers will be reimbursed for special promotional tourism or economy fares as long as these fares do not exceed the lowest available coach fares. You must use your personal credit card to book airfare and submit for reimbursement per the guidelines above. Any frequent flyer miles earned for approved travel may be credited to your account.

**The AACR will not reimburse for First-Class or Business-Class tickets or upgrades.**

## GROUND TRANSPORTATION

Ground transportation expenses include the cost of parking, taxis, airport shuttles/vans, trains and other public transportation. Whenever possible, please use shuttle services rather than taxi service. The AACR will reimburse travelers for these expenses, including reasonable tips. **One-way travel may not exceed \$60.** Travelers may be reimbursed for one round-trip ground transfer to/from the airport and ground transfer to/from AACR-related events. **The AACR will not reimburse costs for limousines or private sedan services.** The AACR may issue mileage reimbursement for privately owned vehicles (POV), and related tolls and parking. Mileage costs will be reimbursed at the current government approved rate of 50¢ per mile, up to the amount equivalent to an economy air ticket. No reimbursement will be made for the cost of repairs to personal vehicles, regardless of whether the costs result from business travel or whether they result from acts of the traveler or another individual. It is the obligation of the owner of a personal vehicle being used for AACR business to carry adequate insurance for his or her protection and for the protection of any passengers. In the event of an accident, the traveler is responsible for his/her own auto insurance deductible.

**The AACR will not reimburse costs for rental cars, parking of a rental car or gasoline for a rental car.**

## LODGING

Generally, accommodations for lodging are reserved and master billed to the AACR. However, personal expenses charged to the hotel bill such as in-room movies, laundry, mini bar service, grooming, or exercising expenses are not allowable and are not eligible for reimbursement.

## MEALS

Meal reimbursement includes breakfast, lunch and dinner **except when provided by the AACR or AACR-related events.** Reasonable expenses incurred for meals, **up to a maximum of \$60 per day** including tips, will be reimbursed by the AACR only when supported by a credit card charge receipt or a cash register receipt. **The AACR does not pay a daily per diem.** Excluded are alcoholic beverages, entertainment expenses and other types of personal expenses not relating to these specific meals. Hotel mini-bar charges are not reimbursable as meals.

## PROCESSING

All receipts should be affixed to a sheet of paper and submitted with a completed reimbursement form. The suggested timeframe for expense report submission is within two weeks of travel. Some guidelines to expedite processing of reimbursement are:

- **Ensure the traveler name and purpose of trip are clearly identified**
- **Expense report should follow a logical order and itinerary and travel must match**
- **All receipts must have the pre-printed/stamped name and/or address of the establishment**
- **Hotel bills need to be itemized by meals, parking, etc.**
- **Parking and tolls must have a receipt**
- **Written explanations are needed for missing receipts or exceptions to the policy for approval**

The AACR will issue expense reimbursement by check in U.S. funds. If you request a wire transfer, there will be a \$25 processing fee.

Completed reimbursement forms, with sheets affixed with original receipts (where applicable), can be submitted to:

**Ms. Serita Henderson**  
**American Association for Cancer Research**  
**Office of Science Policy and Government Affairs**  
**1401 H Street NW, Suite 740**  
**Washington, DC 20005**  
**Office: 202.898.6499 Fax: 202.898.0966**  
**OR scan and send by email to [serita.henderson@aacr.org](mailto:serita.henderson@aacr.org)**

*\*Please be sure to make a copy of expense report and receipts for your records.*