POLICIES: Association Policies

TRAVEL POLICY

It is the policy of AACC to reimburse, in full, all AACC related travel expenses incurred while traveling on Association business, as long as AACC’s travel policies, as outlined in the expense report instructions, are followed. All officers, members and staff should be concerned about the amount of travel performed and its cost. The Association does not intend that travelers subsidize the organization or sacrifice their comfort as a result of less than adequate reimbursement; however, all travelers are responsible for making sensible travel arrangements consistent with the related business purpose.

Mode of Travel
The general policy governing selection of the mode of transportation is that the mode selected should be reasonable and balance cost and the traveler's ability to perform his duties. See the expense report instructions for details.

Lodging
Travelers should make every effort to obtain reasonable hotel rates when traveling on AACC business. In the case of conferences or meetings, when AACC has arranged for a block of rooms or for individual accommodations at the meeting hotel, only the pre-arranged lodging cost will be reimbursed. Travelers that use other accommodations, out of personal preference, will be expected to pay any additional costs above the pre-arranged rates.

Meals and Refreshments
For each full or partial day spent traveling on Association business, reasonable and customary expenses incurred, including gratuities and taxes, for personal meals will be reimbursed. Exceptions apply for specific meetings, including the AACC Annual Meeting. Exceptions will be addressed in speaker letters or other communications relating to the specific meeting.

Reimbursement for meals or refreshments for individuals or groups, other than the traveler, will be made if the claim is accompanied by the receipted bill and justification of the business purpose of such entertainment.

Expenses in Connection with the AACC Annual Meeting
AACC Policy does not permit reimbursement of expenses (transportation, lodging, meals, registration, social events, etc.) associated with attending most committee, commission or task force meetings held in conjunction with the AACC Annual Meeting and Clinical Lab Expo. However, some expenses of the members of some committees, the House of Delegates for example, are covered. Exceptions will be addressed in communications relating to the specific meeting. For further information, contact your staff liaison.
Location of Meetings of Organizational Elements
All meetings of AACC organization elements (Board, House of Delegates, committees, etc.) will be arranged by the AACC office staff, in order to obtain the most economical and advantageous rates. Exceptions to this practice will be granted only when the advantage to the Association can be clearly demonstrated.

Miscellaneous
Reasonable and customary expenses in connection with Association business will be reimbursed. Expenses must be itemized and made necessary by virtue of travel on Association business.

Procedure for Submission of Claims for Reimbursement of Travel Expenses
Travel expense claims for members (and others) attending approved committee meetings, meetings of the Board of Directors and House of Delegates, and other such events must be submitted to the appropriate staff liaison for signature, approval and payment. Note, travel by members representing the Association at meetings of other organizations must be approved and authorized in writing in advance by the AACC staff liaison.

Travel expense claims should be submitted within 60 days of the date the expenses were incurred for expenditures to be reimbursed. AACC staff will check claims for arithmetic accuracy, presence of receipts, authorizations and justifications. Absence of appropriate receipts may delay and/or deny the reimbursement.

See current Travel Expense Report & Instructions for Details

Adopted by the Board of Directors
February 6, 2010