



Association Of State And Territorial Health Officials  
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## **NON-EMPLOYEE TRAVEL POLICY & PROCEDURE**

Attendance at conferences, meetings and related activities is often necessary in fulfilling ASTHO's mission. It is ASTHO's policy to reimburse reasonable expenditures for travel consistent with full compliance with applicable government regulations, grant contractual obligations, and audit A-122 guidelines.

### **General**

Expenses for transportation, lodging, subsistence, and related items for meeting participants or sponsors on official ASTHO business are allowed. Costs may be charged on an actual basis; on a per diem or mileage basis in lieu of actual costs incurred or a combination of both provided the method is applied to the entire trip. ASTHO's meeting planner or other designated employee will inform you of which method(s) will be used for your particular meeting.

### **Foreign Travel**

Allowable only with specific prior approval. Each separate foreign trip must have prior approval. Foreign travel is travel outside of the United States.

### **Domestic Travel**

Allowable when permitted by sponsored agreement or to meets the needs of the organization. To the extent possible, travel should be cost effective. Travelers are to make every attempt to use the best, most reasonable method.

### **Allowable Expenses**

- **Airfare:** Is allowed and should be on "American" carriers, unless doing so would be disadvantageous to ASTHO. Costs in excess of the lowest available commercial discount fare or standard coach fare are unallowable, except for the following: Would require circuitous route, add lengthy delays that affect the travelers ability to reasonably meet other work-related obligations, or does not provide for medical needs of the traveler. Travelers must justify the use of a fare greater than lowest available fare. ASTHO requires pre-approval of any airfare greater than \$500.00. (This threshold is subject to review based on economic conditions.) ASTHO will pay airfare to/from the travelers' nearest airport to/from

meeting location airport or within 25 miles of such airport if more than one is available. The cost of canceling and rebooking ticket is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons. If a participant uses ASTHO's travel agency to book the ticket and subsequently does not travel, they are required to reimburse ASTHO for the ticket within 30 days unless they plan to attend another ASTHO function within 6 months of ticket issuance. In addition, ASTHO will pay for check baggage as follows: 1 bag for expected stay of 5 days or less; 2 bags for expected stay of 5 days or more. ASTHO will not reimburse for excess or overweight baggage.

- ***Rail Transportation:*** Is an allowed transportation expenses and can be used when either flying or driving is not feasible or for health or other approved reasons. Approval is required for rail services when the associated cost of flying is lower than rail service by more than \$75.00. Rail service should be in coach class.
- ***Lodging:*** Is allowed and participants should whenever possible the hotel used for the meeting or event when rooms are available. If rooms are not available at the selected hotel participants may stay at another hotel with similar accommodations and pricing. If a participant chooses to stay at another hotel other than the one designated and rooms are available, the participant will be reimbursed no higher than the amount, had they stayed at the designated hotel. Suites and other upgraded rooms at hotels shall not be allowed unless the same rate applies as a standard room. Local or long distance phone calls directly from the hotel room will not be reimbursed. ASTHO will reimburse/pay for hotel rooms for the entire conference length in addition to 1 room night before the conference begins and 1 room after the conference ends if reasonable travel cannot be arranged to return the same day. Any subsequent stays are the responsibility of the participant.
- ***Personal Vehicle Transportation:*** Travelers using personal automobiles on ASTHO business will be reimbursed at a per mile rate, based on the IRS rate at the time of travel. At no time will ASTHO reimburse more than the cost that would have been incurred had rail or air transportation been used. Any expected mileage over \$300.00 requires prior approval. Use of the personal vehicles is permitted provided the traveler has a valid driver's license and has adequate insurance protection as required by state law where vehicles is registered. Automobile liability, bodily injury and property and physical damage insurance while on ASTHO travel is the responsibility of the traveler. ASTHO will reimburse travelers for travel from/to their home/place of business to/from the airport.
- ***Meals:*** Travelers will be reimbursed for meals while on official travel for ASTHO. Travelers should be reasonable in their meal choices and at no time will reimbursement for a single meal be over \$50.00, unless prior approval is given or a reasonable business justification exists for such an expense. A receipt is required for all meal expenses in excess of \$25.00. A traveler will not be reimbursed for a meal when the meeting or conference included that particular

meal, except for documented dietary restrictions not able to be accommodated by the conference restaurant or caterer. Meals during normal eating times while commuting will also be reimbursed including airline buy on board programs.

- ***Rental Vehicle Transportation:*** Rental vehicles are an allowed expense when the total expected costs to be incurred, including parking, fuel, and GPS, are less than using other modes of transportation such as taxi's or shuttles. If a rented vehicle is used, the most economical vehicle adequate for business requirement must be used. There must be a clear advantage to justify the use of a rented vehicle. Travelers should refuel rental vehicles prior to return to the vendor if not the traveler is responsible for the difference in pricing between the average gas price and that charged by the rental agency including surcharges.
- ***Taxi & Shuttle Transportation:*** Travelers will be reimbursed for transportation to/from airport to/from hotel. In addition, any taxi & shuttle services to related events or gatherings will be reimbursed. When possible travelers should share taxi's and shuttles to minimize costs.
- ***Other Costs:*** In addition to the costs mentioned above the following will also be reimbursed on a reasonable basis: tips for baggage handling, restaurant/hotel wait staff, and taxi/shuttle drivers. Whenever possible the amount of tips should be included in the receipt given by the appropriate vendor.

### **Non-Allowable Expenses**

- Membership in airline clubs or one-time passes into airline clubs
- Alcoholic beverages
- Entertainment – in room movies; concerts, museums, etc.
- In-Room Hotel Internet Access
- Flight Insurance
- Use of fuel other than regular unleaded
- Payment of fines for traffic violations regardless if using rental vehicle or personal vehicle.
- Damage to personal vehicles
- Lost or stolen articles
- Laundry or Dry-cleaning services
- Credit card costs including finance charges and usage fees
- Cost of upgrades on airfares

### **Reimbursement Process**

- ***Non-Employee Travel Reimbursement Form:*** All travelers should complete the Non-Employee Travel Reimbursement Form and forward along with the receipts to the person named on the form within 30 days. Travelers are encouraged to

keep a copy of their records. The form and receipts can be submitted via e-mail; fax; or regular mail. Those received after 30 are subject to non-payment. ASTHO only reimburses meeting participants. If other arrangements for air travel are made i.e. via a 3<sup>rd</sup> party travel agency it the participants responsibility to pay the 3<sup>rd</sup> party agency. ASTHO will only issue one check per meeting reimbursement.

- **Receipts:** Receipts are required regardless of amount for air/rail transportation, lodging expenses, conference expenses and car rentals. Receipts are required for all expenditures over \$25.00; any expenditure without a receipt will only be paid up to the \$25.00 maximum. Original receipts are not required.
- **ASTHO Process:** Once your reimbursement request has been reviewed and approved by the appropriate person at ASTHO it is forwarded to the finance department for payment. ASTHO processes checks weekly and the turnaround time from receipt of a complete and correct non-employee travel reimbursement form and receipts is about 3 weeks. ASTHO mails all checks to the address shown on the non-employee travel reimbursement form. If you have not received your reimbursement within 30 days of submission please contact the ASTHO accounting department via e-mail at [billing@astho.org](mailto:billing@astho.org) or at 202-371-9090 or you may contact your meeting coordinator.