

AACP Speaker Travel Expense Reimbursement Policy

AACP reimburses for travel expenses on the basis of actual expenditures involved for speakers outside of Academic Pharmacy (this includes administrators, faculty and staff) unless prior authorization has been received by the Executive Vice President or Melinda Colón. AACP reimburses for transportation, accommodations and service that meet reasonable and adequate standards for convenience, safety and comfort. In applying this policy it is hoped that those traveling for AACP will use the same care in incurring expenses that would be used if traveling at personal expense.

When air transportation is used the lowest possible coach is generally considered as constituting convenient, safe and comfortable service. Reservations should be made well in advance. When automobile transportation is used reimbursement will be made at the rate of 55.5 cents per mile; however, mileage reimbursement or fares for other means of transportation will be limited to the cost of lowest possible coach fare.

Neither the cost of first-class airfare nor the cost of coach airfare in excess of \$500 will be reimbursed unless advance authorization in writing is obtained from Melinda Colón and accompanies the expense report.

Instructions

1. Expense reports are to be submitted promptly at the conclusion of travel.
2. Each item of information must be completed.
3. All receipts (airfare, train, taxi, parking, room, meals, etc...) are to be included.
4. AACP has established a \$50.00 daily limit for meal and meal gratuities reimbursement. If the amount is in excess of \$50.00 reimbursement will be made at the limit. In special cases where meal costs are exceedingly high an exception may be made, however, such exceptions require advance approval from Melinda Colón. Please remember these amounts are maximums; the reimbursement is for actual costs up to the set maximum. Receipts are required.
5. Entertainment expense will not be reimbursed unless advance authorization in writing is obtained from Melinda Colón and the authorization accompanies the travel expense report.
6. The expense report should include legitimate AACP items only and include no items of a personal nature.
7. Honorarium should be included on the expense form if receiving it in addition to travel expense reimbursement.
8. Any expenses (meals, airfare, etc.) for spouses or guests are not covered by AACP unless the costs are part of an official AACP function (e.g., Annual Meeting Closing Banquet) and are previously approved by the Executive Vice President or Melinda Colón.
9. Expense for reimbursement should be submitted via mail, fax or email to the attention of **Melinda Colón** along with the completed expense form and receipts. The expense form should clearly indicate the name and mailing address to whom check should be made payable.