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# AIUM TRAVEL POLICY

It is the intent of the AIUM to allow for adequate accommodations for individuals required to travel on AIUM business. It is expected that these individuals will use discretion and good judgment in spending AIUM funds. Representatives are required to pre-plan as much as possible to minimize expenses and to be familiar with and abide by AIUM policy, and **must fill out an official AIUM travel voucher to be reimbursed.** (Policy approved by Board of Governors, October 29, 2006.)

All requests must be supported by *original* receipts in order to be reimbursed.

Reimbursement requests not conforming to policy will be adjusted or held pending receipt of proper documentation.

Reimbursement requests should be filed within 30 days after completion of travel. Any request submitted more than 6 months after expenses are incurred will not be reimbursed.

**Travel Fares:** Plane, train, bus, etc fares. Reimbursement may not exceed the 21-day advanced purchased nonrefundable commercial economy class airfare unless the meeting is scheduled with less than 21 days notice. Airfare charges must be supported by the passenger coupon portion of the ticket or original passenger receipt and itinerary when the passenger coupon is not available. If a representative opts to travel in business or first class, reimbursement will be limited to the 21-day advanced purchased nonrefundable commercial economy class airfare as approved in advance by the AIUM. This policy applies to domestic and international travel.

If tickets are not purchased at least 21 days in advance of the meeting, reimbursement may not exceed the usual and customary 21-day advanced purchased nonrefundable commercial economy class airfare, up to \$400.

In cases where cancellation fees/penalties are incurred as a result of a change of plans, the fees will be reimbursed if there is a valid business reason for the change of plans. Acceptable business reasons include AIUM canceling or altering the trip. An explanation should be attached to the reimbursement request. In instances where these fees/penalties are incurred without adequate explanation, the cost of the fees/penalties will not be reimbursed. Reasonable service fees for non-AIUM authorized travel agents will be reimbursed to the extent they do not exceed the AIUM-authorized travel agent fees.

**Mileage:** Reimbursement will be made for the number of miles driven in a personal car or other vehicle on AIUM business multiplied by the IRS standard mileage rate. If an individual opts to use a personal vehicle in lieu of commercial travel, the reimbursement (calculated using the actual miles traveled multiplied by the IRS standard mileage rate) may not exceed the 21-day advanced purchased nonrefundable commercial airfare as approved in advance by the AIUM office. Car rental costs will not be reimbursed to the extent they exceed the IRS standard mileage rate.

**Local Transportation:** Airport taxi costs incurred at destination site. Expenses for rental cars/limousines will be reimbursed only up to the round-trip airport shuttle or maximum cab fare. Expenses for taxi fares are allowed for necessary trips for business purposes (not for restaurants, etc).

**Parking:** Automobile parking fees incurred while on AIUM business.

**Hotel:** Includes reasonable, regular single room cost and any applicable city or state taxes.

**Tips:** Skycap, bellhop, and any other tips not already included on an expense receipt.

**Meals:** The cost of meals, documented with receipts, will be reimbursed up to the maximum of the daily federal limit by city. The cost of meals is inclusive of tips. Reimbursement will not be made for the cost of

meals taken elsewhere when the AIUM provides a meal. All receipts must be original, and if more than 1 person is on the receipt, the names of all participants, as well as the reason for the function, must be documented.

**Telephone:** Telephone costs incurred as a result of AIUM-related activities are reimbursable with appropriate explanation.

**Internet:** Reasonable Internet costs incurred while on AIUM business.

**Miscellaneous:** Any other cost incurred while on AIUM business that should be justifiably reimbursed. All miscellaneous expenses must be explained and supported by original receipts.