



Travel and Entertainment Operational Policy

Approved by AIP Executive Office, April 1, 2020

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Travel and Entertainment Operational Policy

1.0 INTRODUCTION

The American Institute of Physics (“AIP”) will reimburse, or pay on behalf, travel and entertainment expenses that are realistic and necessary to fulfill business related to the mission of AIP. This operational policy ensures that staff and volunteer travel reimbursements are unerring, consistent and impartial. It also documents what is considered a reimbursable expense and what is not, by defining procedures for authorized business travel and guidelines for travel reimbursement. AIP believes all staff are entitled to reasonable comfort, safety and convenience while traveling on behalf of AIP business. However, AIP expects each staff to exercise discretion in the expenditure of AIP funds.

This Travel and Entertainment Operational Policy is intended to provide a framework and relies on the judgment of the individual staff or volunteer. Any purposeful mishandling of this privilege and/or unreasonable judgment could result in a delay in the employee’s or volunteer’s reimbursement of monies, a withholding of repayments, or disciplinary action, up to dismissal.

Furthermore, staff engaging in Institute travel, whether traveling locally or to other destinations, should be mindful that they are always representing AIP, and ought to act accordingly. Also, when attending an AIP function, including conferences or other business travel, staff should exercise discretion when consuming alcoholic beverages. Traveling staff should maintain professionalism in all activities, including after-hours events, when representing AIP. Please be aware that some situations during travel may require even higher standards than held in ACP. Staff should not travel without first familiarizing themselves with the dress codes and standards of their destinations.

2.0 RESPONSIBILITIES

2.1 Traveler Responsibility

A) Travel Preapprovals

Before booking any travel, preliminary authorizations should be obtained from the appropriate approving authority (see Covering Persons and Approving Authority; section 2.3).

B) Expense Reports

Staff should report expenses using the AIP online tool, Expenses Cloud. Volunteers pay for expenses directly and seek reimbursement by completing the AIP non-staff travel reimbursement form with the appropriate receipts for repayment, submitted directly to AIP.

C) Expense Travel Dates and Purpose of Travel

Business travel dates and the purpose for the business travel must be clearly indicated on the request for reimbursement; the names, affiliations and valid business reasons for attendance of all attendees at any function must be stated.

- ✓ Unusual circumstances that affect expenses should be fully explained so they are understood by both the approver and Accounting.

D) Receipts

Receipts are an essential part of the expense validation process and must be submitted at the time of the request for reimbursement. Please note:

- 1) Receipts are required for expenses greater than \$25.
- 2) Expense reports are to be submitted within five business days of the expense occurring or completion of business trip.
- 3) **Required** receipts are as follows:
 - ✓ Air, rail or other common carrier receipt, including reservation details
 - ✓ Lodging receipts, including the detailed breakdown of all charges
 - ✓ Vehicle rental receipt showing details (i.e., type of vehicle, total miles driven, fuel expenses, rental daily rate, and total cost)
 - ✓ Meal receipts, including details of items ordered and names of those in attendance; tips to servers of up to 20% of the check are reimbursable. See section 4.9D for alcoholic beverage policy.

Note: If any receipt in excess of \$25 is missing, destroyed or illegible or lacks the required data, staff must prepare the Lost or Destroyed Receipt Affidavit (see the Appendix).

E) Use of Personal Vehicle/Local Travel

Driving an individual's personal vehicle for AIP business is considered "personal vehicle use." Commuting to and from the employee's home to the regular AIP work location is not reimbursable. If business responsibilities take the employee to an alternate work location for the day, the mileage exceeding the usual commute to the business location for the day is reimbursable.

The mileage reimbursement rate for personal automobile use in the United States will be based on the current, published U.S. government rate. Travelers will not be reimbursed for gas expenses. Parking and tolls are separate reimbursable items.

Travelers are encouraged to support the number of miles driven by including documentation, such as printed copies of routes traveled as obtained from Google Maps or a similar source. If an address is provided there is no need to provide a printout.

If the employee or volunteer chooses to use his/her/their personal vehicle to travel, the total transportation cost cannot exceed the lowest available airfare for the trip time frame.

F) Non-allowable Expenses

- 1) Charges submitted outside the guidelines in this Travel and Entertainment Policy may not be reimbursed.
- 2) For travelers who decide to stay with family or friends, AIP will not reimburse for the value of the lodging.
- 3) Charges for amenities, such as, but not limited to, in-room movies, service bars and access to exercise facilities, are not considered reimbursable expenditures.
- 4) Travel insurance is not a reimbursable expense.

G) Denial of Expenses or Travel Expense Report

Expense reports are subject to review by Accounting and may be audited by Accounting for compliance with this policy. If an expense is denied by Accounting, it may be appealed to the Controller (Accounting); reimbursement denials from Accounting (the Controller) may be appealed to the CFAO.

2.2 Reimbursable Expenses

A travel expense report is to be completed by staff who are requesting travel reimbursement. To reiterate, individuals are asked to make reasonable and cost-effective choices related to travel and entertaining in the scope of their AIP functions.

Expenses must be allowable according to the terms of applicable federal and state regulation, federal or sponsored contract, and AIP policy. The event for which the expense was incurred must not be rationally construed as discriminating or retaliating against any person.

2.3 Covered Persons and Approving Authorities

A) Staff

Expense reports are to be approved by the staff's supervisor. CEO expenses are approved by the CFAO and reviewed by the Audit Committee. The highest-level individual at a group event must be the one to pay and receive reimbursement for an event (see Events and Hosted Meals, section 3.1B). Staff are required to request reimbursement via Expenses Cloud.

B) Staff Volunteers, including Directors and Member Representatives

Chair of the Board of Directors expenses are approved by the CFAO and reviewed by the Audit Committee. Other Board members' travel expenses are approved by the Executive Administrator to the Board. Non-Board volunteer travel expenses are submitted to the Division that engaged the activity and are approved by the Senior Director for that Division. Click the following link for the AIP non-staff expense report form. <https://www.aip.org/sites/default/files/aipcorp/files/expense-report-spreadsheet.xlsx>

3.0 ENTERTAINMENT AND MEALS

3.1 Allowed Entertainment Expenses

Group events for preapproved functions should follow procurement guidelines (policies available on Insite) for meetings and catering arrangements; entertainment arranged for AIP staff is to be approved by the Senior Director of the sponsoring Division, HR, DEO or CFAO. The event must be directly billed to and paid for by AIP, except as noted in Event or Hosted Meals, section 3.1B. AIP funds should not be used to recognize unique personal celebrations (i.e., baby showers, weddings, etc.).

All meal expenses should be reasonable based on the amount that would normally be spent in a specific situation and location. When choosing places to dine, travelers are expected to be prudent in selecting restaurants to control costs. In all cases, sensible decision-making is expected.

A) Personal Meals While at the Worksite

Meetings and training events should be conducted outside of normal meal periods when possible. For meetings or training events lasting two hours or longer when a normal meal period cannot reasonably be avoided, the meal may be reimbursed. Patterns of multiple business meals per week are highly discouraged.

B) Event or Hosted Meals

AIP will reimburse staff for meals when hosting guests at preapproved business functions such as society conferences, Board- or committee-related meetings, member society/stakeholder outreach

visits or other similar functions. The event meal must have a documented business purpose, and the expenses must be reasonable. The employee hosting the event meal must be the highest-ranking AIP employee in attendance and will be responsible for requesting reimbursement (see Covering Persons and Approving Authority, section 2.3). Some exceptions apply to the meeting planners who have arranged the function. The expense report for an event or hosted meal must indicate the business purpose of the event and must list those in attendance along with their respective affiliations. The hosting employee must also indicate the date, cost and location of the meal.

C) Alcoholic Beverages

Moderate amounts of reasonably priced alcoholic beverages may be reimbursed. All alcohol expenses must be identified by total and charged to a specific account.

D) Staff Recognition Events

Staff recognition events (including recognitions of tenure, new hires and retirements) must be preapproved by AIP Human Resources to ensure consistent practices.

4.0 ADDITIONAL GUIDELINES & PROCEDURES

4.1 Travel Booking

AIP generally allows its travelers to make their own travel arrangements.

A) Personal Credit Cards

Personal credit cards may be used for AIP business. However, AIP will not reimburse any fees associated with personal cards.

B) Per Diem Payments

AIP does not issue per diem payments for travel or any other purpose.

4.2 Grant-Supported Travel

Travel grant activities must comply with government or conditions of grant requirements. All staff and other covered parties who are working on grant-related activities must follow AIP's Grant Management Manual (located on Insite).

4.3 Trip Cancellations

It is the responsibility of staff to contact the airline, hotel or other vendor **immediately** when planned travel changes and/or is canceled. Doing so will facilitate the refund process and/or reduce penalties, wherever possible. Staff are responsible to obtain a cancellation number from the vendor. "No Show" charges will be reimbursed only when job scheduling changes or personal emergencies do not allow for a timely cancellation.

For AIP staff, if a trip is ticketed and then canceled or changed, it is the responsibility of the employee to ensure that the original ticket price is refunded or credited and used toward future travel. It is best practice to cancel your ticketed flight reservation PRIOR to the ticketed departure date/time or the ticket may have no value. If the ticketed reservation is canceled prior to the ticketed departure time, in most cases the ticket will result in airfare credit (full or partial depending on the fare rules), which can be used by the ticketed passenger within the calendar year, subject to individual airline requirements. All documentation should be provided to accounting for tracking purposes. Depending on the circumstance, AIP may reimburse for a cancellation or change fee that is not waived by the

airline. If purchase was made using a personal credit card, review the terms and conditions of the credit card company to see if there are any options for trip cancellation reimbursement.

Designated volunteers, committee members, invited speakers and others designated by AIP to travel for business purposes of AIP should cancel airline/train tickets as soon as practical after notification of event cancellation to receive a credit to be used at a future time. If at all possible, the credited ticket should be applied to a future business obligation, either for AIP or otherwise. Depending on the circumstance, AIP may reimburse for a cancellation or change fee that is not waived by the airline. Please review the terms and conditions of the credit card company used to make the purchase to determine if there are any options for trip cancellation reimbursement. If reusing an airline credit is not possible or practical, AIP will reimburse for the cost of the air/train fare.

4.4 Foreign Currency Use

Foreign currency may be a part of an expense report, and in some cases receipts for purchases may not have a USD amount. The credit card provider will convert any foreign currencies into USD. A traveler can also obtain the precise rate of currency exchange from his/her/their credit card statement. Receipts with a foreign currency should also be provided when submitting backup documentation for charges.

If out-of-pocket expenses are incurred with a foreign currency, such as foreign currency transaction fees, the charge should be converted at the readily available conversion rate found on the credit card provider's website before being entered into the expense report. (Note: Expenses Cloud will automatically convert to USD based on that day's exchange rate.) Foreign transaction fees or adjustments to conversion rates will be reimbursed by AIP.

4.5 Transportation

Use any method of transportation for efficient use of time, cost and safety. When possible, take advantage of advance convention, training, event-based or other promotional fares. AIP travelers should seek to obtain competitive economy (coach) class fares by making reservations as early as possible. Note: No travel arrangements to areas with a Travel Advisory from the U.S. Department of State can be made without approval of an AIP Officer.

A) Airfare

Travelers are encouraged to book flights at least two weeks in advance to avoid premium airfare pricing.

- 1) AIP will reimburse airfare for advance economy/coach seating and the fee for one checked bag. If more than one checked bag is needed, documentation will be needed.
- 2) When airfare within the continental United States is greater than \$700, or international airfare (including travel to Alaska or Hawaii) is greater than \$1,800, travelers are to contact the CFAO to review pricing before finalizing travel arrangements.
- 3) AIP will not reimburse for the use of airline miles but will reimburse booking fees if the traveler chooses to use airline miles on a donation basis and it is less costly than the airfare.

B) Upgrades from Economy Class

Under certain conditions, travelers may request to travel economy plus or equivalent status for domestic travel. However, the upgrade must be approved by the CFAO in advance.

Economy plus (or equivalent) upgrades must be preapproved by the DEO or CFAO for intercontinental travel for flights longer than eight hours. Fees for other upgrades must be paid by the traveler.

C) Airline Club Access

Expenses for access to airline clubs are not reimbursable.

D) Rail

Rail travel may be used if the cost of rail is comparable to or less than the lowest possible airfare or if it is medically necessary.

E) Ground Transportation

Travelers are asked to make reasonable and cost-effective choices regarding ground transportation. Tips for taxi, ride-sharing services and limousine drivers are reimbursable up to 20% of the fare.

F) Vehicle Rentals

Reimbursement for the use of rented vehicles will be made only if circumstances make it impossible or impractical to use public transportation or a ride-sharing service, or if the total cost is less than the cost of public transportation (for instance, with group travel).

All rentals should include AIP as the renter with the traveler's name. Any additional insurance (i.e., Collision Damage Waiver) offered when renting a car should be declined (this is covered by AIP insurance). Travelers may encounter compulsory insurance requirements when renting a car outside the United States. Under these circumstances, AIP will reimburse for the cost of the compulsory insurance.

4.6 Hotel Accommodations

When selecting a hotel, travelers attending a conference or seminar should review the event's negotiated rates for accommodations first and book rooms accordingly. However, if the negotiated rooms/rates are no longer available or not the least expensive option, the traveler can make a reservation at the next economical costing hotel.

In all cases, travelers should reserve hotel rooms at the lowest available single rate at moderately priced hotels. Travelers should consider all charges that may be included in hotel fees, such as internet access, breakfast or resort fees, when comparing prices of hotel rooms. Personal safety and proximity to planned business events should be considered.

Travelers should use AIP's preferred hotels for travel between College Park, Maryland, and Melville, New York, if space is available at the AIP's preferred or negotiated rate. Check with the CFAO's office for the most current list of hotels.

When AIP meeting planners are sponsoring an event that includes a master AIP hotel bill, incidental hotel charges are not to be included. Approved incidental charges are required to be charged directly to the employee's or volunteer's credit card, which will be reimbursed by AIP.

A) Amenities

Reasonable amenity charges while on business travel are reimbursable, such as laundering needs if the trip is six days or more.

B) Telephone and Internet Charges

AIP will reimburse for specific business call/text charges incurred while traveling. The charges should be in addition to any basic monthly plan charges. A copy of the phone bill with specific business charges noted should be included with the staff's expense report. Staff who travel frequently or are required

to be available via their cell phones after typical business hours may be eligible for a monthly phone allowance designed to partially subsidize the cell phone/data usage expense.

Based on need, AIP may reimburse for hotel internet charges.

4.7 Travel Accident Insurance

Accidental Death and Dismemberment Insurance

AIP provides accidental death and dismemberment insurance coverage for eligible staff and volunteers while traveling on AIP company business. An additional feature of the business travel coverage is Assist America, the Global Emergency Service available to staff and volunteers while on business travel of 100 miles or more. Be sure to note that Assist America is not travel or medical insurance, but rather it is a provider of global emergency services. While it does not replace medical insurance during medical emergencies away from home, it can help to navigate some of the services required during an emergency such as Emergency Medical Evacuation, Medical Monitoring, Interpreter & Legal Referrals, Emergency Trauma Counseling, etc. For more information, see:

<http://www.aip.org/sites/default/files/aipcorp/files/assist-america.pdf>

4.8 Paying for Travel AIP-Paid Credit Card (Employees only)

AIP has designated an AIP-paid credit card for use by any employee who travels as part of his/her/their professional duties. For any authorized employee, an AIP-provided credit card may be obtained within a few days. **Please contact the CFAO's office for more information.**

4.9 Travel Advances (Employees only)

Cash advances are available for employees who do not utilize the AIP-paid credit card to cover small dollar miscellaneous costs. The travel advance will be cleared through the expense report submission process. Advances will be provided up to 10 days prior to travel. If the employee has an outstanding travel advance, a new advance will not be provided until the employee submits an expense report clearing the advance.

APPENDIX 1

LOST OR DESTROYED RECEIPT AFFIDAVIT

This form is to be used according to policy whenever an AIP provided credit card supplier receipt is missing, destroyed, illegible or lacks the required data, including: quantity of items, description of item, unit price, extended price, and total charges.

Check/select the applicable "check boxes" and fill in the appropriate fields below. When completed sign and date this form as required and obtain your manager's signature and date in the spaces provided.

Airline Ticket Receipts

Attached is a copy or fax of the airline ticket receipt – **OR** – I certify that I have contacted the agency or airline and was unable to obtain a copy of the receipt, **therefore I have attached the following:**

A copy of the itinerary showing the form of payment was the P-Card

Hotel Folio

In lieu of a receipt, attached is a copy of the hotel folio

I certify that I have contacted the hotel and was unable to obtain a copy of the hotel folio and request reimbursement based upon the following information:

<u>Dates of stay</u>	<u>Hotel/City</u>	<u># of Nights</u>	<u>Daily Rate</u>	<u>Total Room Charges</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Explanation of other charges: _____

Car Rental Agreement

In lieu of a receipt, attached is a copy of the rental car agreement

I certify that I have contacted the hotel and was unable to obtain a copy of the hotel folio and request reimbursement based upon the following information:

<u>Rental Dates</u>	<u>Rental Car Company</u>	<u># of Days</u>	<u>Total Rental Bill</u>
_____	_____	_____	_____

Meals - List each meal separately (B=breakfast; L=lunch; D=dinner)

<u>Date</u>	<u>Restaurant/City</u>	<u>B/L/D</u>	<u># of People Pd for</u>	<u>Total Meal Bill</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If alcohol was purchased, provide amount of alcohol portion and justification: _____

Other

Date: _____ **Description (in detail):** _____

Total - _____

I, the undersigned, certify (a) that each expense described above, reported on my associated expense report dated _____ was missing, destroyed, illegible or lacks the required data, and (b) that these expenses have not, or will not, again be submitted to AIP or any other organization for reimbursement or tax purposes.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____