Association of Clinical Research Professionals

BRD-06-02.07 Board and Board Members

Officer Election and Appointment Policy

PREFACE

Article VI of the ACRP Bylaws identifies and defines the Officers of the Association.

PURPOSE

The Officer Election and Appointment Policy sets out the processes which supports this bylaws provision.

SCOPE

This policy is applicable to the Association Board of Trustees.

POLICY

Under Article VI of the Bylaws, all Officer terms are for one-year. The offices of the Chair and the Immediate Past Chair are ex-officio and the office of Secretary is an appointed position. The offices of the Vice Chair and Treasurer are elected positions. Candidates for the offices of Vice Chair and Treasurer are limited to Trustees currently serving as members of the Association Board of Trustees.

If at the time of the Vice Chair and Treasurer election, the candidates are pending re-election as Trustees, they may pursue the nomination and election. However, if the candidate(s) are/ is elected Vice Chair or Treasurer and not re-elected to serve a second term, they will be removed as Vice Chair or Treasurer and a second election will be held at a duly called Board meeting.

The Treasurer may maintain his/ her trustee term of service while serving in the role of Treasurer but shall only have one ex -officio vote. If he /she decides not to run for Treasurer, he/she may continue serving out his/her term as a Trustee or apply to renew if eligible. If he /she decides to run for Treasurer for a subsequent one year term and is re-elected by the ABoT, the one year term as Treasurer would also count as one year toward his/her regular term. Note: This policy has been added to clarify the intent of ACRP's Bylaws, Article VI, Sections 2, 5 and 9. ACRP's Board will be reviewing and revising its Bylaws in 2016 to better define the Treasurer's terms. Any subsequent bylaws revisions regarding the Treasurer shall supersede this policy.

<u>Voting Procedures</u>

The Chair of the Board will lead the nominations and election process for each office by calling for nominations from the floor during a Board meeting in the fourth quarter of each calendar year at which a quorum is present. Nominations may be self-made or made by another Trustee. Once all nominations have been made, the Chair will close the nominations period. Each candidate will be offered an opportunity to address the Board but will not be required to do so.

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After the candidate(s) address the Board, the Chair shall call for a Board vote and the candidate(s) shall withdraw from the meeting. If more than one Trustee is standing for the office of Vice Chair, the vote shall be cast by ballot and tallied by the Secretary, or a staff liaison appointed by the Chair. The Vice Chair shall be elected by the affirmative vote of a majority of voting Trustees currently in office. The Secretary or designee will advise the Chair of the election results which the Chair shall announce to the Board without any indication of the actual vote count. If no one candidate receives a majority vote, the Chair may call for a revote(s) or may table the election for later consideration. The candidate(s) may rejoin the meeting and the Chair shall announce the elected Vice Chair without an indication of the votes received.

MONITORING AND REVIEW SCHEDULE
Monitor as needed and review every three years by the Governance Committee.

DATES REVIEWED BY COMMITTEE
December 15, 2014
September 8, 2015
September 10, 2018

DATES MODIFIED BY COMMITTEE
December 15, 2014
September 8, 2015

DATES APPROVED BY COMMITTEE
December 15, 2014
September 8, 2015
September 10, 2018

DATED REVIEWED BY ABOT
November 13, 2012
September 25, 2015
November 17, 2018

DATES APPROVED BY ABOT
November 13, 2012
September 25, 2015
November 17, 2018

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Association of Clinical Research Professionals
BRD-06-02.10 Board and Board Members
Board Performance Evaluation Policy

PURPOSE
Nonprofit boards are responsible for periodically and comprehensively evaluating their performance as a collective group as well as the performance of individual board members.

SCOPE
This policy is applicable to all current members of the ACRP Board of Trustees (ABoT).

POLICY
The ABoT will conduct regular evaluations to assess its governance performance, both collectively and individually. The purpose of the evaluations is to identify areas of Board effectiveness and areas for action and improvement. Depending on financial resources, the ABoT may choose to contract with a third-party consultant to conduct the evaluations. The Governance Committee will oversee the design of the assessment. The assessments will take place in the fourth quarter of the year and results will be shared with the ABoT as part of their strategic planning in the first quarter meeting of the following year The Board will use the results of the evaluation to create action steps as appropriate.

All current members of the ABoT shall participate in the evaluations. Evaluations of individual trustees will focus on the trustees' work on Board matters as well as their personal reflections on their Board service. The collective evaluation of the Board will focus on the effectiveness of the Board, and may include areas such as the overall role of the Board and its operations as well as its governance practices related to establishing strategic direction, ensuring necessary resources, and providing oversight.

Schedule
The need to conduct and fund Board evaluations (collective and/or individual) will be reviewed annually as part of ACRP's budgeting and strategic planning process. As a best practice, ABoT will endeavor to conduct these Board assessments every two years as the budget allows.

MONITORING AND REVIEW SCHEDULE:
The ACRP Governance Committee will monitor this policy as needed and review it every three years.

DATES REVIEWED BY COMMITTEE
August 1, 2016 – no changes
October 16, 2017
November 17, 2017

DATES MODIFIED BY COMMITTEE

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October 16, 2017
November 17, 2017

DATES APPROVED BY COMMITTEE
November 17, 2017

DATES REVIEWED BY ABOT
June 20, 2013
November 18, 2017

DATES APPROVED BY ABOT
June 20, 2013
November 18, 2017

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Association of Clinical Research Professionals
BRD-06-02.11 Board and Board Members
Board Expertise Assessment Policy

PURPOSE
Nonprofit boards are responsible for annually assessing the expertise needed by the board to carry out its strategic plans.

SCOPE
This policy is applicable to all current members of the ACRP Board of Trustees.

POLICY
The ABoT will conduct an annual Expertise Assessment to identify the competencies/qualifications needed on the Board of Trustees to assist in the implementation of the Strategic Plan Roadmap. This Assessment will be developed by the ACRP Governance Committee as the framework for the Board Development Plan, and will be conducted in the first quarter of the calendar year to provide information for the Trustee, Vice Chair and Treasurer nominations and elections. All current members of the ABoT shall participate in the annual assessment in an effort to define the competencies needed for Board service by individual Trustees and Officers. After the Governance Committee's review of the completed Assessment, the Committee Chair will share the results with the ABoT and discuss a recommendation on desired competencies for newly elected Trustees with the ACRP Nominating Committee for their reference in selection of a candidate slate.

MONITORING AND REVIEW SCHEDULE:
The ACRP Governance Committee will monitor this policy as needed and review it every three years.

DATES REVIEWED BY COMMITTEE
August 1, 2016 – no changes
June 29, 2017

DATES MODIFIED BY COMMITTEE
June 29, 2017

DATES APPROVED BY COMMITTEE
June 29, 2017

DATES REVIEWED BY ABOT
June 20, 2013
September 13, 2017

DATES APPROVED BY ABOT
June 20, 2013
September 13, 2017

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Association of Clinical Research Professionals
BRD-06-02.09a Board and Board Members
Process for the Review of Renewing Trustees

PREFACE
The ACRP Bylaws Article V, Section 2 outlines the composition, term of office, and qualifications for Trustees.

PURPOSE
To describe the process for the performance review of Renewing Trustees (i.e., Trustees eligible for a second or third term on the ABoT).

SCOPE
This policy is applicable to ACRP and the authority delegated by the Board to the Governance Committee for "assessing the needs for future Board composition" and "leading an assessment process for individual Trustees." (See ACRP Governance Committee Charge: Authority.)

POLICY
The Governance Committee is tasked with conducting an assessment of the performance of Trustees eligible to renew their seat on the ABoT. The following procedures will be followed by the Governance Committee when considering renewing Trustees.

1. Governance Committee Chair contacts Trustees to inform them that they are eligible to renew for an additional 2-year term and, if interested, to submit their current curriculum vitae.
2. Governance Committee reviews and updates, if necessary, the Trustee Assessment Survey and Trustee Self-Assessment Survey Tools.
3. The Staff Liaison updates the Tools as needed, prepares a link to each of the Tools, and informs the Governance Committee Chair that the surveys are ready to distribute
4. Governance Committee Chair emails survey links to appropriate ABoT members.
5. All Trustees complete the surveys within two (2) weeks of the date of the Chair's email.
6. The Staff Liaison compiles the results of the surveys for distribution to the Governance Committee.
7. The Governance Committee will meet to consider and discuss these results, and will determine which Trustees it will add to the Nominating Committee's slate.
8. The Governance Committee Chair communicates the Committee's decision to each individual Trustee up for renewal as well as to the Nominating Committee.
9. The Chair and Vice-Chair of the Governance Committee will meet with each of the Renewing Trustees to review the survey results. Confidential survey results will be shared with renewing trustees upon written request by the trustee. All comments and data will be blinded so that individual trustee scores and remarks are protected.

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MONITORING AND REVIEW SCHEDULE
Monitor as needed and review every three years by the Governance Committee.

DATES REVIEWED BY COMMITTEE
September 8, 2015
May 15, 2017

DATES MODIFIED BY COMMITTEE
September 8, 2015
May 15, 2017

DATES APPROVED BY COMMITTEE
September 8, 2015
May 15, 2017

DATES REVIEWED BY ABOT
September 25, 2015
October 18, 2017

DATES APPROVED BY ABOT
September 25, 2015
October 18, 2017

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Association of Clinical Research Professionals (ACRP)
EXD-06-02.01 Executive Director
Board-Executive Director Linkage Policy

PREFACE
The ACRP Bylaws Article VIII outlines the authority and responsibilities provided by the Board to the Executive Director for managing the day to day affairs of the Association and implementing the policies and the objectives of the Association approved by the Board.

PURPOSE
To define the relationship between the Association Board of Trustees and its Executive Director that distinguishes governance from management, so that the staff members do not adopt, implement, or administer major strategic policies without input from the board and both the ABoT and its individual members are free from any activities related to operational functions that properly belong to the staff.

SCOPE
This policy is applicable to ACRP and any ventures that are controlled by the Association.

POLICY
Board-Executive Director Relationship:
The Board's official connection to the operational organization, its achievements, and conduct will be through its Executive Director and those staff members designated by the Executive Director. The Executive Director will be held accountable through an annual evaluation process that will be conducted by the Executive Committee.

Unity of Control:
Only decisions of the ABoT acting as a body are binding on the Executive Director. Accordingly,

1. Decisions or instructions from the ABoT acting as a body are binding on the Executive Director. Decisions or instructions of individual ABoT Members, Officers, or Committees are not binding on the Executive Director except in rare instances when the ABoT has specifically authorized such exercise of authority.
2. In the case of ABoT Members or Committees requesting information or assistance without the authorization of the entire ABoT, the Executive Director will respond to the request and carefully review it in order to determine if a response would require a material amount of staff time or funds, or are disruptive to the operations of ACRP. In the case in which a response to a request is denied, the Executive Director will directly notify the ABoT member and the ABoT member may appeal the decision by bringing the request and the reasoning for it to the entire ABoT.

MONITORING AND REVIEW SCHEDULE
Monitor as needed and reviewed by the ACRP ABoT every even numbered year.

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DATES REVIEWED BY ABOT
November 13, 2012
September 14, 2016
November 17, 2018

DATES APPROVED BY ABOT
November 13, 2012
September 14, 2016
November 17, 2018

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EXD-06-02.02 Executive Director

Executive Director Annual Performance Review Policy

PREFACE

The ACRP Bylaws Article VIII outlines the Board's authority to hire and employ the Association's Executive Director who shall report to and be evaluated by Association Board of Trustees.

PURPOSE

The Executive Director Annual Performance Review Policy outlines the review process and the role of the ABoT and the Executive Director.

A properly administered Executive Director performance evaluation benefits the Executive Director, the Board, and the entire Association. Out of this important process, the Executive Director gains constructive feedback on his or her performance and the Board has the opportunity to measure the organization's progress towards its objectives and previously set annual goals. The evaluation process helps to enhance the communication between the Board and the Executive Director, and facilitates the ABoT's oversight function while providing them with an opportunity to support the Executive Director.

SCOPE

This policy is applicable to the Board of Trustees, the Executive Committee and the Executive Director of ACRP.

POLICY

The ABoT monitors the Executive Director to ensure that he or she is competent and effective in his or her role. In order to meet its contractual obligations, the Board is obligated to conduct an annual performance review and appraisal of the Executive Director. The performance review shall be led by the ACRP Executive Committee. Members of the ABoT and management from the ACRP staff will be included in the process.

Prior to the start of the fiscal year the ABoT shall establish a balanced set of well-defined, measurable goals and objectives to be used in evaluating the Executive Director's performance. Such objectives and annual goals shall be mutually discussed and agreed upon between the Board and the Executive Director, and along with the Executive Director's job description, should serve as the basis for the performance evaluation. A timeline for the completion of the various milestones in the review process will be established at the beginning of the fiscal year. The Executive Committee will provide the Executive Director the opportunity to present a written self-evaluation to the entire ABoT. All Trustees will also be given the opportunity to participate in an anonymous survey that elicits 360 feedback as well as written comments regarding the overall performance of the Executive Director. The evaluation survey will be conducted anonymously to ensure the confidentiality of responders. This can be done by using an on-line survey tool (such as survey monkey) which is managed by an assigned member of the Executive Committee or by using a 3rd party vendor who will gather the data, compile the results, and

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forward the final report to the Executive Committee for their review. The content of this survey will serve as a basis for the content of the performance evaluation itself. Led by the Committee Chair, evaluations will be reviewed in a face-to-face debriefing with the Trustees and Executive Director.

Compensation increases and contract renewal decisions should not be the primary purpose for conducting the evaluation. The Executive Director's compensation package as well as the employment contract will be reviewed as a separate but integral component of the review process by the ACRP Executive Committee —per the applicable Executive Director Compensation Policy (Policy #EXD-06-02.03).

MONITORING AND REVIEW SCHEDULE
Monitor as needed and review every three years by the ACRP Executive Committee.

DATES REVIEWED BY COMMITTEE
August 9, 2016
October 20, 2017

DATES MODIFIED BY COMMITTEE
August 9, 2016
October 20, 2017

DATES APPROVED BY COMMITTEE
August 9, 2016
October 20, 2017

DATES REVIEWED BY ABOT
November 13, 2012
September 14, 2016
November 18, 2017

DATE APPROVED BY ABOT
November 13, 2012
September 14, 2016
November 18, 2017

Association of Clinical Research Professionals

EXD-06-02.03 Executive Director

Executive Director Compensation Policy

PURPOSE

The Executive Director Compensation Policy outlines the authority of the Association Board of Trustees to determine and provide a reasonable and competitive Executive Director compensation program.

SCOPE

This policy is applicable to the Board of Trustees, the Executive Committee and the Executive Director of ACRP.

POLICY

One of the Executive Committee's objectives is to provide a reasonable and competitive executive total compensation opportunity consistent with market-based compensation practices for individuals possessing the experience and skills needed to improve the overall performance and financial viability of the Association.

The ACRP executive compensation program is designed to

- Encourage the attraction and retention of high-caliber executives.
- Provide a competitive total compensation package, including benefits.
- Support and further transition to a "pay for performance" culture through the use of incentives.
- Reinforce the goals of the Association by supporting teamwork and collaboration.
- Ensure that pay is perceived to be fair and equitable.
- Be flexible to reward individual accomplishments as well as organizational success.
- Ensure that the program is easy to explain, understand, and administer.
- Balance the need to be competitive with the limits of available financial resources.
- Ensure that the program complies with state and federal legislation.

The Executive Committee consults independent data (i.e., American Society of Association Executives annual compensation report or independent compensation consulting firm) to evaluate the Association's Executive Director's compensation program against the competitive market. The evaluation is intended to ensure that the compensation program falls within a reasonable range of competitive practices for comparable positions among similarly situated not for profit organizations.

Following the compensation analysis and the annual performance review of the Executive Director, the Committee is responsible for administering a base salary and annual bonus/ incentive opportunity adjustments as well as establishing objectives and goals for the upcoming year's review period and providing this information to the ABoT for review. The Committee presents its findings and recommendations for salary and incentive awards, in addition to defined goals, in an executive session presented to the voting members of the Board for review and approval.

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The Committee shall then meet with the Executive Director to discuss and document the compensation package.

MONITORING AND REVIEW SCHEDULE
Monitor as needed and review every three years by the Executive Committee.

DATES REVIEWED BY COMMITTEE
August 9, 2016
October 16, 2019

DATES MODIFIED BY COMMITTEE
August 9, 2016
October 16, 2019

DATES APPROVED BY COMMITTEE
August 9, 2016
October 16, 2019

DATES REVIEWED BY ABOT
November 13, 2012
September 14, 2016
October 23, 2019

DATES APPROVED BY ABOT
November 13, 2012
September 14, 2016
October 23, 2019

Association of Clinical Research Professionals

EXD-06-02.04 Executive Director Succession Planning Policy

PURPOSE

The Executive Director Succession Planning Policy outlines the authority of the Association Board of Trustees to determine and provide a reasonable set of guidelines for the planned or unplanned long term vacancy or departure of the Executive Director.

SCOPE

This policy is applicable to the Board of Trustees, the Executive Committee, the Finance Committee, Executive Director and Workforce Innovation Officer of ACRP.

AUTHORITY

As per Article VIII of the Association Bylaws, the Board has the authority "to hire and the Association shall employ, on a full or part-time basis, an Executive Director of the Association, on the terms and conditions to be defined by the Board. The Executive Director shall report to the Board. The Executive Director shall be subject to the evaluation of the Board per the terms of the Board."

A. Evaluation of Executive Director

The ACRP Board has given the Executive Committee the authority to review the Executive Director's annual performance and compensation package and make recommendations to the Board of Trustees. For more information on this process, please see ACRP's policies (1) *Executive Director Annual Performance Review Policy* and *(2) Executive Director Compensation Policy.*

POLICY

The ACRP Board has developed and adopted the following guidelines to ensure that the management of the association and its staff continues at its highest level in the event of the planned or unplanned absence or departure of the Executive Director.

A. Planning for Executive Director Absence or Vacancy

1. Planned Retirement

Per the Executive Director's contract, the Board expects the Executive Director to give a minimum of 180 days' written notice of his/her intention to vacate the position. At this time, the search process described in this policy will be activated.

In the case of a planned and announced retirement, the Board will give to the outgoing Executive Director a list of top priorities to be completed prior to departure. These priorities should include financial and budgetary actions and decisions.

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2. Short-term Need for an Acting Executive Director

If there is a need for a short-term Acting Executive Director due to illness, vacation or personal or family matter, the Executive Director or Association Board of Trustees will appoint an appropriate staff member to fill the role of Acting Executive Director, including signatory authority for payroll and routine business contracts. Where possible, the Executive Director and the appointed staff member should develop and communicate specific responsibilities in advance of the Executive Director's absence to all ACRP staff.

3. Plan for the Long-Term Need of an Interim Executive Director

In the event there is a need to fill the Executive Director position, the ACRP Board will consider hiring an Interim Executive Director outside of staff and giving that person a clear description of his/her temporary role.

4. Executive Director Incapacity

If the Executive Director is incapacitated for health or other reasons for more than 180 days, as defined in the Executive Director's Employment Agreement, the Executive Committee will confirm with the Executive Director's family on his/her health and medical status, and will make a recommendation to the ACRP Board on whether the Executive Director can continue to function adequately in his/her role.

5. Termination by the Board

Nothing in this policy precludes the Board's authority to terminate the Executive Director as defined in the Executive Director's Employment Agreement.

B. The Executive Director Search Process

1. Formation of Search Committee

A Search Committee will be appointed by the ACRP Board (ABoT) to manage the identification and hiring of a new Executive Director.

The Search Committee will be comprised of up to seven people, including the Vice Chair, the Immediate Past Chair, the Public Member, the Governance Committee Chair, Academy Board Vice Chair and one to two members of ACRP's senior staff. The ABoT will make every

effort to ensure that the Search Committee represents the diversity and wide breadth of all professionals within the clinical research community.

No member of the Search Committee will be considered to fill the Executive Director role. If a member of the Search Committee is interested in applying for the Executive Director position, s/he must be removed from the Committee and replaced by a member of equal status (ACRP or Academy Board member, senior staff member.)

Board members interested in applying to the Executive Director position must inform the full board of his/her intention and recuse him/herself from all discussions related to filing the vacancy. Board members applying for the position are not allowed to serve on the search Committee.

2. Search Guidelines

The Search Committee will provide a list of priority tasks and a time line related to the Executive Director search for the Board's approval.

The Search Committee will prepare for the Board's approval the Executive Director position description, compensation package, and a recommendation on if and how to engage an executive search firm.

The Search Committee will prepare a budget related to the Executive Director search tasks noted above for the approval of the Board prior to engaging in any tasks related to the search. This budget will include any travel or incidental expenses related to the work of the Committee.

The Board will provide the search committee with a list of essential qualifications for the next Executive Director.

The Search Committee will invite recommendations from staff via a confidential survey on ideal qualities and qualifications of the new Executive Director.

The Search Committee will regularly report to the Board on the status of the Executive Director recruiting process.

3. ACRP Board Final Approval

Once the search Committee has identified final candidate(s) for the new Executive Director, the Board reserves the right to meet one-on-one with the candidates prior to final review. The ACRP Board will vote to approve hiring the new Executive Director in a meeting called by the ACRP Board Chair.

C. Board Responsibilities in Succession Planning

As part of its responsibility to ensure adequate resources, Trustees should always be prepared to provide recommendations on recruiting for its leadership whether a new Executive Director or new Trustee. The Search Committee will call on Trustees to fulfill this responsibility by making thoughtful recommendations for the recruitment of a new Executive Director.

D. Finance Committee Responsibilities in Succession Planning

The Finance Committee will develop a fund for succession planning. The fund will set aside moneys to pay for expenses related to transition and succession such as hiring an Interim Executive Director, paying for severance packages, engaging a search firm, expenses related to search committee travel, and legal expenses. This fund will be reviewed annually as part of the budget process.

E. Executive Committee Responsibilities in Transition Planning

Once the Executive Director has been hired, the Search Committee will be dismantled and the Executive Committee will take on the task of transitioning the new Executive Director into his/her new role.

1. Transition to New Executive Director

The Executive Committee will direct ACRP staff to prepare a press release announcing the departure date of the Executive Director and the hiring/start date of the new Executive Director.

Where possible, a mutually agreed upon time period will be scheduled so that the Executive Committee, departing Executive Director and new Executive Director can work together to assist with transitioning roles.

The Executive Committee will ensure that HR and IT onboarding of the new Executive Director is completed on the first day of employment. The Committee will also work with senior staff to ensure programmatic orientations are scheduled and conducted within the first week.

By the second week of employment, the Treasurer will meet with the Executive Director to provide an overview of the association's budget and finances.

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Within the first week of employment the Executive Director will receive a copy of governance orientation resources provided to new board members and an electronic copy of the Governance Policy Manual.

MONITORING AND REVIEW SCHEDULE
Monitor as needed and review every two years by the Executive Committee.

DATES REVIEWED BY COMMITTEE
March 24, 2017
July 17, 2019

DATES MODIFIED BY COMMITTEE
March 24, 2017

DATES APPROVED BY COMMITTEE
March 24, 2017
July 17, 2019

DATES REVIEWED BY ABOT
June 21, 2017
November 16, 2019

DATES APPROVED BY ABOT
June 21, 2017
November 16, 2019

Association of Clinical Research Professionals

FIN-06-01.01 Finance and Administration

ACRP Corporate Travel Policy

PURPOSE

The intent of the ACRP Corporate Travel Policy is to ensure that the Association's resources are spent carefully and efficiently as well as the consistent and fair treatment of ACRP travelers who are required to travel to conduct ACRP business.

SCOPE

This policy applies to members of the ACRP and Academy Boards, ACRP and Academy committees, staff, and other authorized representatives. Individuals traveling on behalf of the organization shall be reimbursed for expenses incurred.

POLICY

Reimbursement Procedure

The Travel Expense Report is to be used for requesting reimbursement and should be submitted within four weeks of completion of the travel. Original and/or copies of receipts are required for all expenditures paid by the traveler.

Transportation Expenses

- Airfare: Airline arrangements, including changes and cancellations of travel arrangements, must be made through the current ACRP designated travel service provider
- Airline tickets purchased through an agency other than the ACRP designated travel service provider will not be reimbursed unless approved in advance by the Executive Director (ED) Senior Director, Operations.
- Airline reservations should be made at least 30 days in advance of travel unless Advance notice was not provided by ACRP.
- Direct, nonstop commercial airfare in coach class from the airport nearest the traveler's home or office to the airport nearest the destination will be paid by the ACRP Master Account with the ACRP designated travel service provider.
- For flights in excess of 3,000 miles (approximately six hours) the traveler may upgrade their airfare from coach to the next available cabin class.
- ACRP is not responsible for expenses associated with companion travel and any additional expenses related to companion travel are the responsibility of the traveler.
- Mileage earned and compensation for denied boarding awarded to the traveler while on ACRP business is the property of the traveler and may be used at the traveler's discretion.
- Flight delays, misconnects, and cancellations will occasionally occur. Responsibility for rebooking rests with the airline and the traveler. For assistance, the traveler must contact the airline or the ACRP designated travel service provider.

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- Rental car, train, or bus: Total reimbursable expenses, including expenses incurred en route, shall not exceed the cost of airfare. ACRP's master account with ACRP designated travel service provider will be used to make the reservation for a rental car but a personal form of payment is required when the car is picked up. The traveler will need to seek reimbursement from ACRP. ACRP's master account with the ACRP designated travel service provider will be used to reserve and pay for the train or bus fare.

- The use of personal vehicles while conducting ACRP business will be reimbursed at the current mileage reimbursement rate as defined by the Internal Revenue Service (IRS). In addition to the IRS mileage reimbursement rate, the employee will also be reimbursed for other incidental automobile expenses such as parking fees, bridge, and road tolls. ACRP will also pay for long term parking at the airport.
    - Any fees incurred due to illegal activities such as parking tickets, failure to obey road signs, failure to pay tolls, speeding, reckless driving, etc.**,** will not be reimbursed.
    - Gas, maintenance and wear and tear for employee's personal vehicle is covered by the IRS mileage reimbursement rate and cannot be expensed separately
- Mileage from an employee's home to the regular assigned work location is not reimbursable. However, if the employee goes directly from home to another work assignment other than the regular work location which is more than 30 miles each way, the employee can expense the mileage difference.
    - The details of where the miles were to and from should be noted on the expense report as well as the number of miles.

- Employees traveling to and from the same location are expected to share transportation when practical.

- Shuttle, taxi, personal automobile, or other similar means to and from the airport at the points of origin and destination, and taxi fare if essential for business purposes are reimbursable. Personal automobile expenses shall be reimbursed at the current mileage reimbursement rate as defined by the IRS.

- Parking at the airport of origin if personal automobile is used and parking at the meeting site if travel by automobile is required are both reimbursable

Lodging

- Hotel accommodations are covered by ACRP at the single occupancy hotel room rate for the length of the meeting. If the airfare saving for a Saturday night stay is greater than or equal to the lodging, meals, and other reimbursable expense for the additional day(s) stay, the traveler has the option to stay and be reimbursed for expenses (up to the saved amount) for the additional day(s). The travel agent will assist the traveler in determining situations in which this option is available.

Meals & Incidentals

- Meals will be provided to travelers during the meeting times to include breakfast, lunch and dinner. Travelers are allowed $90 per day for non-provided meals ($15 for breakfast, $25 for lunch and $45 for dinner) and incidentals ($5). If, in addition, meals are purchased for others, the individuals must be identified as those for whom ACRP has responsibility for such expenses; otherwise such expenses will not be reimbursed. Incidentals are to include but not limited to tips for baggage handlers, hotel bellman, maids, etc.

Other Expenses

- ACRP will reimburse other travel related expenses provided they are legitimate, necessary and reasonable expenses directly connected with or pertaining to ACRP business. These expenses include hotel room internet access and fees associated with one checked piece of luggage.

Non-reimbursable Expenditures

- Travel insurance: ACRP provides insurance coverage for volunteers and staff traveling on ACRP business.
- First-class upgrades in air travel.
- Personal car service (i.e. limousine service)
- No-show charges.
- When lodging accommodations have been arranged by ACRP and the traveler elects to stay elsewhere, reimbursement is made at an amount no higher than the rate negotiated by ACRP, and reimbursement is not made for transportation between the alternate lodging and meeting site.
- If an individual accompanies the traveler, it is the responsibility of the traveler to determine the added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.
- Entertainment costs including in-flight and in-room movies.
- ACRP pre-selects the wine and /or beer menu for its Board dinners and other special events to control entertainment expenses. Liquor and bar costs beyond the scope of the pre-selected menu will be the responsibility of the traveler. At the discretion and explicit permission of the Executive Director, an exception may be made to cover the costs of pre-dinner, non-premium or bar shelf grade cocktails, limited to no more than two (2) per guest.
- Telephone expenses, other than local connection charges.
- Items for personal use such as reading material, toiletries, batteries, newspapers, etc.
- Personal grooming services such as haircuts
- Credit card interest, penalty or late charges of any kind
- Airline, hotel, auto club memberships
- Meals purchased when group meals were provided

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FOR LEARNING FOR LISTENING FOR LIFE

MONITORING AND REVIEW SCHEDULE
Review every three years by the ACRP Finance Committee, or as needed.

DATES REVIEWED BY COMMITTEE
January 14, 2014
September 15, 2015
August 25, 2017

DATES MODIFIED BY COMMITTEE
January 14, 2014
September 15, 2015
August 25, 2017

DATES APPROVED BY COMMITTEE
January 14, 2014
September 15, 2015
August 25, 2017

DATES REVIEWED BY ABoT
January 14, 2007
October 25, 2009
March 23, 2011
November 13, 2012
February 7, 2014
September 25, 2015
September 13, 2017

DATES APPROVED BY ABoT
January 14, 2007
October 25, 2009
March 23, 2011
November 13, 2012
February 7, 2014
September 25, 2015
September 13, 2017

**Modified by Staff on 3.4.2016 to remove references to APCR*

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