



Association of Clinical Research Professionals Finance Committee Policy 5.1

Corporate Travel

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.

- 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

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

September 3, 2020

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
September 3, 2020

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
September 9, 2020

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
September 9, 2020

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