

## Quick Reference: AAMC Constituent & Speaker Travel Reimbursement Policy FY24

### SUBMISSION AND REIMBURSEMENT

- Original or scanned itemized receipts and travel documents for expenses >\$50 required for reimbursement
- Receipts and completed AAMC Travel Expense Form (obtain from AAMC) must be submitted within 60 days of the date of expense
- The AAMC will apply an exchange rate for foreign currency cash transactions based on the date of the transaction
- Any exceptions to policy may only be reimbursed with prior approval from AAMC

### REIMBURSABLE EXPENSES

#### *Air Travel*

- Non-refundable, coach fares (not Basic Economy) should be booked with Direct Travel; non-stop travel will be booked where possible
- Direct Travel: (866) 906-3667 or jetsetters@dt.com
- First and Business class airfare is not reimbursable for domestic travel; business class airfare is reimbursable for certain international flights
- All international travel must be pre-approved by the AAMC
- Purchases may be made on AAMC Procurement card (used by Direct Travel by default) or personal cards
- Choose the most cost effective airport where reasonable, and the most cost-effective carrier
- Personal stops may be added to travel, but only the cost of flying to the business destination and back is reimbursable
- Cancellations should be made before the date of travel when necessary; unused tickets must be returned to the AAMC
- Fees for checked bags (up to one bag) and seating preferences (up to \$100 each itinerary) reimbursable; travel insurance not reimbursable
- Fees incurred where required to guarantee a seat are reimbursable
- Fees incurred to change flights are reimbursable with approval from AAMC contact

#### *Lodging*

- Reimbursement is made for lodging at the rate for single occupancy or the rate negotiated by the AAMC for group meetings.
- For travel independent of group meetings, the maximum reimbursable rates are:

Location	Maximum Rate
Boston, New York, San Francisco	\$500
Austin, Chicago, Miami, Nashville, Philadelphia, Phoenix, San Diego, Seattle, Washington DC	\$350
Atlanta, Dallas, Denver, Los Angeles, Portland, and Tampa	\$300
All Other US Locations	\$250
International	Consult AAMC Contact

#### *Ground Transportation*

- Current mileage reimbursement is \$0.67/mile; printout of an online map resource must be submitted with mileage reimbursement requests
- Mileage reimbursement should not exceed cost of coach class airfare
- Rail travel reimbursement not to exceed cost of least expensive airfare; Acela reimbursable with valid business purpose
- Groups of three or fewer travelers should use the same rental car
- Gas and toll expenses are reimbursable at cost
- Use public transportation when possible; taxis and Uber/Lyft reimbursable with receipt; chartered town car only reimbursable if satisfies a valid business purpose

#### *Parking*

- Airport and train station parking expenses are reimbursable with a valid receipt up to \$30 per day
- Parking expenses should not exceed the cost of ground transportation from the home airport

#### *Meals while Traveling*

- Meal reimbursement is at actual cost plus gratuity (no more than 20%)
- All meals in excess of \$50 require an itemized receipt for reimbursement, and should include a list of all participants
- Daily maximum of \$90 for all meal and beverage expenses in which there is an overnight stay
- For business meetings with AAMC staff, lunch is reimbursable to \$50 per person and dinner to \$140 per person

#### *Spouse Travel*

- Travel for spouses accompanying travelers is not reimbursable