

American Academy of Clinical Toxicology

Travel Policies

Subject: Board of Trustees Business Travel Authorization & Reimbursement

Principle: The American Academy of Clinical Toxicology (AACT) believes that it is important that members of the AACT Board of Trustees physically participate in meetings and scientific conferences in order to promote the presence and increase the awareness of the AACT. Therefore, it is appropriate that the AACT provide financial support to members of the Board of Trustees or its designees who travel on behalf of the AACT.

Policy: The purposes of this policy are: (1) to establish consistent standards for all members of the AACT Board of Trustees (BoT) or its designees who travel or incur reimbursable expenses while conducting AACT business; (2) to identify the types of travel that will be covered; (3) to describe the procedures for travel authorization; (4) to specify the types of expenditures the AACT will reimburse.

Acceptable Travel:

- (1) Board of Trustees Meetings
 - (a) Excluding the Meeting held during the North American Congress of Clinical Toxicology.
- (2) European Association of Poisons Centres and Clinical Toxicologists (EAPCCT)
 - (a) One (1) meeting of the EAPCCT Scientific Committee, excluding the one held during the EAPCCT Scientific Congress. Service is at the invitation of the EAPCCT president, but is limited to two people (usually the President, President-Elect or Past-president) unless otherwise specified by the BoT.
- (3) EAPCCT Scientific Congress
 - (a) Limited to two people: the President and the President-Elect or a designee for one or both.
- (4) Asian Pacific Association of Medical Toxicology
 - (a) Limited to one (1) member of the BoT if invited to represent the AACT.
- (5) Other Business or Scientific meetings approved by the BoT.
 - (a) Examples: IUTOX Scientific Congress, AHLS business meeting, government committees.

Approval Process

The Board of Trustees must approve all travel but there are different approval processes depending on the type of business travel.

By approving this policy, the Board of Trustees grants standing approval for travel to the Mid-Year Board of Trustees Meeting.

By approving this policy, the Board of Trustees grants standing approval for travel of up to two persons to the EAPCCT Scientific Committee Meeting and to the EAPCCT Scientific Congress.

Travel for all other purposes must have prior approval by the Board of Trustees by a vote. Such approval may be in the form of a budget line item in an approved budget (e.g., APAMT or IUTOX). In these cases, the purpose of the size of the line should be noted in the minutes or budget explanation from the Secretary-Treasurer.

Special Occasions

The Executive Committee is authorized to approve urgent requests for travel when the opportunity or need arises. When this happens, the Executive will present the justification for the decision to the Board at a regularly scheduled Board Meeting.

Reimbursement of Expenses

Travelers must submit travel reimbursement requests to the designated AACT Liaison at the AACT's management office upon completion of each trip. Travelers must submit the following documentation:

- Air/Rail – passenger coupon (boarding pass) or itinerary with evidence of payment.
- Hotel – hotel folio or other proof of payment.
- Ground Transportation – proofs of payment/receipts for taxis, shuttles, etc.
- Meals – charge/credit card receipt or cash register receipt (no restaurant tear tabs).
- Gratuities – must be clearly documented and follow the guidelines provided in this policy.
- Meeting Registration – registration forms/receipts.
- Miscellaneous – receipts and a clear business purpose for the expense.

Submitted receipts may be in the form of originals, electronically scanned copies or photocopies. Receipts/bills are required on all expenses in excess of \$25. When a receipt is not available, explanations of the expense and the reason for the missing receipt should be provided.

Internet access charges and admission to use basic health facilities will be covered by the AACT. Movies and spa/fitness charges beyond basic workout rates incurred while on travel are considered personal expenses and will not be reimbursed by AACT.

Expense reports that are incorrect or incomplete will be returned to the traveler for corrective action and may result in delay or non-reimbursement of specific items. Reimbursement for approved expenses will be processed as quickly as possible.

Expenses incurred as a result of flight interruptions will be reimbursed.

Automobile Mileage

AACT will reimburse at the current IRS per mile rate when a personal automobile is used for business transportation. AACT will NOT reimburse the cost of rental vehicles.

Business Meals

Business meals will be reimbursed at the actual cost. Meals should be reasonably priced.

Gratuities

Tips at hotels, air and rail terminals and taxis will be reimbursed. The following are the tip guidelines:

- Up to 20% for meals
- Up to 15% for taxis
- Up to \$2 for shuttle drivers
- \$1 per bag on day of arrival and departure for skycaps and bellmen.
- \$2 per day for housekeepers/maids

Telephone Expense

Telephone expenses are reimbursable while conducting AACT business. An itemized bill must be submitted with the reimbursement request with the business calls identified.

Responsibilities

Members are expected to seek reimbursement only for actual expenses incurred on AACT's behalf. AACT assumes no obligation for reimbursement of expenses that are not in compliance with any of the AACT travel policies.

Limitations and Restrictions

- 1) Air/Rail expenses are limited to Coach class travel.
- 2) Lodging and Meals
 - a) For travel within North America, lodging and meal expenses will be reimbursed starting the day before the start of the meeting and ending after the night of the last day of the meeting.
 - b) For travel outside of North America, lodging and meal expenses will be reimbursed starting two days before the start of the meeting and ending the night after the last day of the meeting.
 - c) Reasonable costs of beer or wine consumed during a meal will be reimbursed.

**Reviewed & Approved by BOT: 01/22/09
American Academy of Clinical Toxicology (AACT)**