

**TRAVEL EXPENSE POLICIES FOR THE 2015 MID-YEAR FORUM
Sponsored Attendees**

The Academy is required to adhere to IRS regulations regarding reimbursement specifications for travel expenses. Please carefully read the following revised instructions in order to be reimbursed for your allowable expenses at the Mid-Year Forum in Washington D.C to be reimbursed, the enclosed ***Request for Travel Expense Reimbursement*** form should be submitted as soon as possible, but not later than **30 days** after the travel has been completed. In accordance with IRS regulations, **an original receipt must document all expenses**. In addition, IRS regulations state that credit card statements **are not acceptable** as documentation of expenses. The IRS permits up to \$25 in expenses without receipts per reimbursement.

Sponsored Attendees are:

- Board of Trustees
- Committee of Secretaries
- Councilors
- Academy associate secretaries & committee chairs
- Academy representatives to outside organizations
- AAOE Board members
- Young Ophthalmologist Committee
- YO Advocacy Subcommittee

Spouse/Relative/Guest Travel

- The Academy does not reimburse any expenses for an accompanying spouse, relative or friend.

Hotel Stay

- The Academy will reimburse you for a **2-night** stay (Thursday and Friday) if you are **only** attending the Mid-Year Forum and/or Council Meeting. You will be reimbursed for a **3-night** stay (Wednesday, Thursday, Friday) if you also attend Congressional Advocacy Day. You will be reimbursed for the cost of your hotel room rate up to \$310/night + tax at the Marriott Marquis Washington, which is the Academy's pre-negotiated rate.
- If you choose to stay in another hotel, you will only be reimbursed the amount of your hotel rate or the hotel rate in our hotel block, whichever is less.

Airfare - The Academy only provides reimbursement for the following types of airline tickets:

- **Lowest possible 21-day advance non-refundable economy fare.** Note: *this may not be your first choice airline or routing preference.*
- If you choose a higher fare ticket, the Academy will only reimburse you for the lowest possible rate.
- Refundable and upgrade fares are not applicable.
- Travel agent fees will be reimbursed up to \$25.00.
- **Change fees** (including change in ticket price) will **NOT** be reimbursed.
- Fees to upgrade are **not reimbursable**.
- Baggage fees will be reimbursed up to \$35.00.
- Exchanged tickets will be reimbursed for the lowest 21-day advance fare and no change fees will be reimbursed for exchanged tickets.

Meals

All meals are provided for attendees as part of the meeting events, except for participants staying over Friday night for post-conference events on Saturday. For the Friday evening meal, the Academy will reimburse up to **\$45.00 for each sponsored attendee**. *You will need to cover any meal expenses above that amount.*

Ground Transportation

- The Academy does not reimburse for auto rentals or car services *except* when they are less expensive than the airfare described above.
- Ground transportation between the individual's home, the airport and the meeting location, by shuttle, taxi or bus will be reimbursed **except** for the use of executive car services.
- Effective 1/1/15, auto reimbursement is .575 cents/mile.
- Tolls & parking when a personal auto is used in lieu of air travel.
- Rental car insurance is not reimbursable.

Incidental Expenses - The Academy will reimburse *reasonable* expenses for:

- Tips for skycaps, bellmen, etc.

What is *not* Reimbursable:

- Internet
- Upgrade or change ticket fees
- Car service
- MYF Registration fee and/or guest dinner ticket fees
- Excess baggage fees

Reimbursement Processing Time:

- Upon receipt, processing time for reimbursement request will be 10 business days.