



## American Association of Veterinary State Boards **Policies & Procedures: Travel**

### **OVERVIEW**

The AAVSB is committed to providing for *reasonable* travel expenses incurred while conducting Association business. This includes attending Association meetings and representing the Association at other functions.

As a non-profit organization, the AAVSB must always be fiscally prudent. Every effort should be made by those representing the Association or participating in Association activities to find the most cost-effective travel arrangements. The AAVSB reserves the right to decline payment of any expenses it considers outside the parameters of prudent spending.

This travel policy shall apply to the AAVSB Board of Directors, members of Association committees, task forces, and Association staff.

### **POLICY**

1. Members of the Board of Directors, committees, task forces, and Association staff will be reimbursed for travel expenses while traveling on Association business.
2. All expenses for guests of the traveler are the responsibility of the traveler.
3. Itemized receipts for covered expenses must accompany requests for reimbursement for all expenditures over \$25. Itemized receipts for all covered expenses are encouraged.
4. The Association will not reimburse or directly pay participants for any special activities that may take place during a meeting, such as sightseeing tours.

### **Airfare**

5. Use of the AAVSB designated Travel Agent is encouraged to arrange air transportation. To get the most economical rates, non-refundable airline tickets should be purchased at the earliest possible time, but in all cases no less than 21 days in advance of previously scheduled meetings. Travel insurance fees are the responsibility of the traveler. Checked bag fees will be reimbursed.

### **Ground Transportation**

6. If air transportation will not be used, the AAVSB staff must be notified 21 days prior to travel.
  - For travel by personal vehicle,
    - if the trip is less than 800 miles roundtrip, reimbursement will be at the current federal government rate for mileage.
    - if a driving trip is more than 800 miles roundtrip, the maximum amount reimbursed will be the cost of the lowest-priced airfare available no less than 21 days prior to the travel

date or 800 miles, whichever is less expensive. Reimbursement may include mileage, tolls, parking, meals, and hotels in route.

- For forms of transportation used other than air or personal vehicle, the maximum amount reimbursed will be the cost of the alternative form of transportation or the lowest-priced airfare available no less than 21 days prior to the travel date, whichever is less expensive.

7. If complimentary ground transportation is furnished through the hotel, it must be used for transportation to and from the airport and, if available, for any ground transportation in the area. If complimentary ground transportation is not available through the hotel, use of an airport shuttle service is encouraged.
8. Reasonable and necessary expenses for taxis, scheduled car pick-ups, and on-demand transportation including tips (not to exceed 20%) will also be reimbursed.
9. Automobile rental and fuel are reimbursable only if such expenses are approximately equal to or less than public transportation charges for the entire travel period. This may be the least expensive alternative when the automobile is to be shared by several people. Rental cars should be returned with a full tank of gas. The purchase of the rental car agency's Loss Damage Waiver (LDW) is required to protect the traveler and the Association financially from damage to the rental vehicle, loss of use, and diminished value.
10. Parking expenses for the days of the Association business trips will be reimbursed at the economy rate.

### **Mileage**

11. Mileage at the federal government reimbursement rate will be paid to and from home and the airport or other mass transit point of departure. The cost of fuel will not be reimbursed as that is included in the mileage rate reimbursement.

### **Lodging**

12. When arranging for Association meetings, hotel accommodations shall be made using blocks of rooms for group rates. When travel is for other approved purposes, individual hotel accommodations must be made at the most reasonable rate.
13. Reimbursement will be made for hotel rooms and taxes as well as other fees dictated by the contract with the hotel. Incidental expenses such as in-room movies, mini bar charges, laundry, or cleaning services will not be reimbursed.
14. Early departure fees may be reimbursable with AAVSB approval.

### **Meals**

15. When not provided, reasonable costs for three meals per day will be reimbursed when accompanied by itemized receipts. The cost of food should be kept comparable to what meal expenses would be if the costs were personal. Reasonable tips not exceeding 20% will be reimbursed for food service.

- Alcohol expenses will be reimbursed when incurred during dinners or social functions.

### **Other Travel**

16. Internet fees will be reimbursed, not to exceed \$15 per day.
17. Reasonable tips for luggage service, transportation providers, etc., are reimbursable when itemized. Reimbursement is not provided for maid service tips.

### **PROCEDURES**

An AAVSB Expense Statement must accompany requests for reimbursement. Unless the AAVSB has pre-arranged certain accommodations, itemized receipts for air travel, hotel, ground transportation, rental cars, parking, and meals must be provided, or the expenses may not be reimbursed. Itemized receipts for covered expenses must accompany requests for reimbursement for all expenditures over \$25. Receipts for all covered expenses are encouraged.

Requests for reimbursement should be made as soon as possible, but in all cases, within 45 days of the date that the expenses were incurred. Reimbursement for expenses not substantiated within 45 days of the date that the expenses were incurred is considered taxable income to the individual and will be included in year-end tax reporting on Form 1099 issued to the individual.

The Association will make reimbursement as soon as possible.

*Adopted by the AAVSB Board of Directors in July 2001; Revised & Approved March 2006, September 2007, January 2010, September 2010, January 2015, June 2015, January 2016, February 2018, January 2024, Revised & Approved April 2025.*