

American Society of Pediatric Nephrology Travel and Expense Guidelines

Attending Meetings

- When attending a Council or Program Committee meeting held in conjunction with another conference, hotel and dinner expenses will be reimbursed for one night before or after the meeting if the member is unable to arrange travel that would avoid the extra night.
- Members will not be reimbursed for meals if meals are provided at the meeting.

Receipts

- Receipts must be attached and submitted within 30 days in order to be reimbursed
- If you are over the allowable limit for an expense, please provide a detailed explanation on your expense report.
- Airline travel itinerary and ticket receipt must be attached.
- Expense reports will be evaluated by ASPN staff prior to reimbursement.

Transportation

1. *Airfare*

Gant Travel has been contracted to secure air travel reservations for the American Society of Pediatric Nephrology business travel. If traveling on official ASPN business, you must book through Gant Travel, at least **30** days in advance, and the cost of the trip will be directly billed to ASPN.

If you book your own air travel, ASPN will only reimburse you up to the amount that the trip would have cost if booked through Gant Travel.

- Book flights using the lowest fare class. Business/first class air travel will NOT be reimbursed by ASPN; however, the traveler can elect to cover the difference between coach and business/first class travel using personal funds if he/she so chooses.
- Flights for previously announced meetings are reimbursed **only** if booked at least **30** days in advance. Flights booked late will be reimbursed only up to the estimated cost of 30-day advance purchase tickets.
- Any requests for reimbursement for travel expenses incurred not in accordance with this policy will be submitted to Council for consideration.

2. *Shuttles, Limo, Car Service and Taxis –*

- General rule – use the least expensive option.
- Use shuttles whenever possible or share a taxi.
- Limo/Towne Car must be pre-approved.

3. *Rental Cars –*

- Need prior authorization and a detailed explanation on your expense report.

4. *Personal Car –*

- Mileage to and from the airport and parking is reimbursable.
- Mileage should not exceed the cost of air travel.

Hotel Rooms

- Cost of a single room in a business class hotel where negotiated rates are offered is reimbursable.
- If applicable, please cancel your reservation to avoid “No Show” billing. Charges resulting from failure to cancel will not be reimbursed.
- Consider sharing!

Meals

1. *Daily meal allowance –*

- \$61 per day (Breakfast \$10, Lunch \$15, Dinner \$31, Incidentals \$5)
- Only amounts spent will be reimbursed.

2. *Purchasing Meals for Others*

- Only expenses incurred while discussing ASPN business-related issues are reimbursable. Business purposes, place, date, amount, names and titles of persons attending must be documented.

Miscellaneous Expenses

- Required Business Costs – telephone calls, parking fees, tolls, etc.
- Wireless or high speed Internet access will be reimbursed so long as original receipt(s) provided.
- Tips permitted for hotel and airline baggage handling.

Personal Expenses

- Personal items not considered business expenses are not reimbursable. Examples include:
 - Health clubs, movies, laundry, coffee or soft drink breaks, liquor, in-room snacks, personal reading material, formal wear and membership fees.

We urge you to keep in mind that reimbursed expenses are funded by society dues and donor dollars, so please use care in planning and submitting your expenses

1/3/2014