

Association of Child Life Professionals Administrative Policy and Procedure

SUBJECT: Travel Expense Reimbursement

LEAD AUTHOR(s): Jamie Snow, Jen Lipsey

PURPOSE OR DESCRIPTION:

Clarify expenses which may be reimbursable that are a direct result of approved travel.

POLICY

It is the policy of the ACLP to provide travel reimbursement for out-of-pocket expenses for volunteers' consultants, and staff for pre-approved meetings or events.

DEFINITIONS

Reimbursement:

Out-of-pocket expenses incurred while traveling to an approved ACLP meeting or event.

Traveler:

Staff member, consultant and/or volunteer that will be booking the travel and requesting reimbursement.

Per diem

A government defined amount allotted for food during travel on a preapproved ACLP meeting or event. Amount is based on type of meal and travel location.

Preapproved ACLP meeting or event

Meetings or events in which expense for travel is budgeted by ACLP such as Board meetings, annual conference, or strategic planning.

Approved ACLP meeting or event

Meetings or events which are not specifically budgeted by ACLP and require approval by the Board such as Committee or Task Force meetings.

PROCEDURE

1. Review reimbursement options listed below, and reimbursement options through your employer. Some employers will, however, financially support an employee's professional activities by covering a reasonable amount of expenses.
2. The ACLP will determine meetings/events that are considered approved for travel reimbursement and may define specific reimbursable items prior the meeting/event that will be covered. Questions regarding appropriate meetings or events can be e-mailed to ACLP Executive Leader.
3. Items that may be reimbursable by ACLP for a pre-approved work purpose include:
 - 3.1. Lodging
 - 3.2. Travel to and from the destination –
All travelers are encouraged to use shuttles or other public transportation. When shuttles or

public transportation is not available, mileage on personal vehicles will be reimbursed at the rate per mile currently established by the United States government, plus tolls. For individuals who prefer

alternate modes of transportation (e.g., drive, train, bus), ACLP will cover the mileage or actual cost up to but not exceeding the cost of a flight at the economy rate based on what is outlined in 5.1.1.

3.3. Parking

3.4. Meals during travel time period (A per diem request can also be made for food during travel, see section 6.0)

3.5. Internet access

4. Expenses that are NOT reimbursable include:

4.1. Alcoholic beverages

4.2. Fees for recreational or health facilities such as spa, fitness center, golf course, etc.

4.3. Fees for in-room movies, mini-bar, video games

4.4. Other incidental expenses

5. The traveler is responsible for booking accommodations in accordance with these guidelines:

5.1. Use the approved travel agency and process associated with the ACLP. ACLP will provide the traveler with information on how to book travel through the associated agency.

5.1.1. Explore the best or discounted airfares considering the least expensive direct route.

5.1.2. International travel outside of the United States and Canada limits will be determined based on meeting/event destination.

5.1.3. Business or First-Class upgrades will not be reimbursed.

5.1.4. In special cases and if pre- approved by the Executive Leader additional expenses may be reimbursed for air travel.

5.2. Review options of traveling on the same day that the meeting occurs without causing unusually early or late travel, that is encouraged to avoid unnecessary hotel stays

5.3. Explore hotel options and choose one that is moderately priced when not provided or arranged by ACLP.

5.4. Explore the most cost-efficient technology available when connecting to internet services

6. Requesting Per diem

6.1. A per diem request for food must be submitted at least 30 days prior to the trip/activity.

6.2. Requests can be made for every meal missed while traveling but must not include meals that will be included as part of the meeting/event.

6.3. Complete the per diem portion of the ACLP Per diem/Reimbursement form, Addendum A.

6.3.1. Email the request to ACLP Executive Leader

6.4. If per diem is requested, reimbursement will not be accepted for the meeting/event.

6.5. The United States government established per diem rate for various locations in the country can be confirmed at <https://www.gsa.gov/portal/content/104877>

7. Submitting for Reimbursement

7.1. Complete the reimbursement portion of the ACLP Per diem/Reimbursement Form, Addendum A.

7.1.1. Expenses presented for reimbursement can be copied and scanned/sent electronically.

7.1.2. Reimbursement takes up to four weeks to process.

7.2. ACLP Reimbursement Request Forms accompanied by receipts must be submitted to the ACLP Office within 30 days of returning from the business trip or incurring expenses.

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7.3. Receipts are required for all expenditures. In the event that there is an expenditure for which a receipt is not available, please complete the ACLP Missing Receipt Form and submit with the reimbursement request.

8. Please consult with your Board Liaison or the Executive Leader prior to submitting any requests if you question whether an item will be covered or are concerned with the reimbursement process.

ADDENDUM A

Per diem/Reimbursement Request Form

ADDENDUM B

Missing Receipt Form