



ASSOCIATION OF UNIVERSITY TECHNOLOGY MANAGERS POLICY

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Reimbursement of Travel and Expenses Policy	<i>Approved by the AUTM Board of Directors: December 8, 2002</i>
	<i>Amended by the AUTM Board of Directors: November 3, 2010 February 26, 2013 July 27, 2016</i>

REIMBURSEMENT OF EXPENSES -- GENERAL

- Reimbursement is made only for budgeted or otherwise approved expenses.
- All reasonable efforts shall be made to minimize costs to AUTM.
- Reimbursement requests must be in writing and shall include the purpose, date and location of the expense(s) incurred, an itemized list of expenses, a total amount requested for reimbursement, to whom the reimbursement is payable, and original receipts. Electronic submission of expenses in pdf format is acceptable.
- Reimbursement will be by check in U.S. funds.
- Expenses incurred in other than U.S. funds are to be converted to the U.S. dollar equivalent prior to submittal.
- Reimbursement to an individual for professional services rendered will require that person’s Social Security Number (when applicable).
- When combining AUTM travel with other business, costs are to be allocated accordingly.
- Invoices must be addressed to Association of University Technology Managers. AUTM cannot reimburse a “third party” invoice.
- Reimbursement requests are to be submitted within 30 days of expense occurrence. This is particularly important for expenses incurred during the last month of AUTM’s fiscal year. (AUTM’s fiscal year is January 1 through December 31). AUTM reserves the right to refuse requests received more than 90 days after expense occurrence.

1. REIMBURSEMENT OF TRAVEL EXPENSES FOR BOARD MEETINGS AND AUTM BUSINESS

a. Board Members

- i. **Categories of Reimbursable Travel by Board Members:** AUTM will reimburse Board Member travel falling in one of these categories:
 1. Attendance at an AUTM Board meeting
 2. Attendance at AUTM Annual Meeting
 3. Representing AUTM at an event that has been discussed with the Executive Director and/or Office of the President and for which funds are available within either (a) the Board Member’s discretionary travel budget or (b) another travel budget authorized to be spent for that purpose.

- ii. **Airfare:** Board Members will be reimbursed for round-trip airfare for Reimbursable Travel as described in 1(a)(i) above with the following conditions:
 1. For flights under 8 hours of flight time, the maximum airfare reimbursable is limited to the amount of an economy class, 14-day advance airfare (if practical). For these flights, AUTM will not reimburse for Business Class travel, but will reimburse an additional night’s meals and lodging prior to the scheduled event for all trips over 6 hours to allow the Board Member to adjust to the new time zone.

2. For flights over 8 hours, but less than 10 hours, of flight time, the maximum airfare reimbursable is limited to the amount of an economy class, 14-day advance airfare (as practical) as well as up to an additional \$750 in actual upgrade cost. Should the cost to upgrade be less than \$750, AUTM will only reimburse the economy class airfare plus the actual upgradeable amount. If the cost to upgrade the economy airfare is more than \$750, the Board Member is responsible for the remaining amount.
 3. For flights over 10 hours of flight time, the maximum airfare reimbursable is limited to the amount of a business class, 14-day advance airfare (as practical), but only if a sufficient travel budget exists either in the Board Member's travel account or the meeting/event travel account. The Board Member is responsible for determining in writing if the necessary budget exists in advance of purchasing the ticket. If the Board Member does not determine in writing that the budget exists for the business class ticket, the Board Member will only be reimbursed for the economy class 14-day advance airfare plus up to \$750.
- iii. **Third Party Transportation:** Board Members will be reimbursed for round-trip taxi, shuttle, ridesharing (e.g. Uber or Lyft), public transportation or other modest transportation expenses for home-to-airport and airport-to-hotel transportation for Reimbursable Travel as described in 1(a)(i) above. Board Members will also be reimbursed for any required transportation expenses (as described above) during the meeting/event.
 - iv. **Personal Transportation:** If a personal car is used, current IRS rate (U.S.) per mile and reasonable parking charges will be reimbursed for Reimbursable Travel as described in 1(a)(i) above. The total cost of a trip using a personal car should not exceed the appropriate airfare expense that would have been incurred.
 - v. **Lodging:** Board Members will be reimbursed for lodging for the evening immediately before and the evening of the day that the Board Member attends a meeting/event for Reimbursable Travel as described in 1(b)(i) above, excluding Board meetings held at the Annual Meeting (see Annual Meeting section below). When a Board Meeting is scheduled in conjunction with another AUTM function the Board Member is attending (outside of the Annual Meeting) only hotel nights necessary for attendance at the Board Meeting will be reimbursed.
 - vi. **Meals and Incidental Expenses:** Board members will be reimbursed for meals at reasonable rates, and up to \$25 per trip for incidental costs for which no receipt is available (e.g., tips, fees for overseas use of credit cards) for Reimbursable Travel as described in 1(a)(i) above. When a Board Meeting is scheduled in conjunction with another AUTM function the Board Member is attending (outside of the Annual Meeting), only normally reimbursed expenses pertaining to the Board Meeting portion of the trip will be reimbursed.
 - vii. **Annual Meeting:** AUTM will provide complimentary Annual Meeting registrations to Board Members. Board Members will be reimbursed for up to two nights of lodging in conjunction with attendance at the Board Meeting that occurs with the Annual Meeting.

Board Members will be responsible for making their own reservations. All other costs shall follow the guidelines above.

1. The Office of the President (composed of the President, the Immediate Past President, and the President Elect at the beginning of the Annual Meeting) will receive complimentary hotel accommodations for the length of the Annual Meeting. AUTM Headquarters will make those arrangements.

b. Cabinet Members

- i. **Categories of Reimbursable Travel by Cabinet Members:** AUTM will reimburse Cabinet Member travel falling in one of these categories:
 1. Attendance at an AUTM Cabinet meeting;
 2. Attendance at AUTM Annual Meeting;
 3. Representing AUTM at an event that has been discussed with the Executive Director and/or Office of the President and for which funds are available within either (a) the Cabinet Member's discretionary travel budget or (b) another travel budget authorized to be spent for that purpose; or
 4. A budgeted component of a program within the Cabinet Member's portfolio (e.g., Meeting Development Cabinet Member attendance at an in-person Regional Meeting Committee meeting or the Annual Meeting Committee meeting).
- ii. **Airfare:** Cabinet Members will be reimbursed for round-trip airfare for Reimbursable Travel as described in 1(b)(i) above. The maximum airfare reimbursable is limited to the amount of an economy class, 14-day advance airfare (as practical). For these flights, AUTM will not reimburse for Business Class travel, but will reimburse an additional night's meals and lodging prior to the scheduled event for all trips over 6 hours to allow the Board Member to adjust to the new time zone.
- iii. **Third Party Transportation:** Cabinet Members will be reimbursed for round-trip taxi, shuttle, ridesharing (e.g. Uber or Lyft), public transportation or other modest transportation expenses for home-to-airport and airport-to-hotel transportation for Reimbursable Travel as described in 1(b)(i) above. Cabinet Members will also be reimbursed for any required transportation expenses (as described above) during the meeting/event.
- iv. **Personal Transportation:** If a personal car is used, current IRS rate (U.S.) per mile and reasonable parking charges will be reimbursed for Reimbursable Travel as described in 1(b)(i) above. The total cost of a trip using a personal car should not exceed the appropriate airfare expense that would have been incurred.
- v. **Lodging:** Cabinet Members will be reimbursed for lodging for the evening immediately before and the evening of the day that the Cabinet Member attends a Cabinet meeting, excluding Cabinet meetings held at the Annual Meeting (see Annual Meeting section below). If approved in advance, Cabinet Members will also be reimbursed for lodging for specific Reimbursable Travel as described in 1(b)(i)(3) and 1(b)(i)(4).
- vi. **Meals and Incidental Expenses:** Cabinet members will be reimbursed for meals at reasonable rates, and up to \$25 per trip for incidental costs for which no receipt is available (e.g., tips, fees for overseas use of credit cards) for Reimbursable Travel as

described in 1(b)(i) above. When a Cabinet Meeting is scheduled in conjunction with another AUTM function the Cabinet Member is attending (outside of the Annual Meeting), only normally reimbursed expenses pertaining to the Cabinet Meeting portion of the trip will be reimbursed.

- vii. **Annual Meeting:** AUTM will provide complimentary Annual Meeting registrations to Cabinet Members. Cabinet Members may be invited to attend the Board Meeting held the day before the Annual Meeting. Cabinet Members who are invited to and attend this Board meeting will have one night's accommodation expenses reimbursed. Cabinet Member is to make his/her own hotel arrangements.
- c. **Committee Chairs and Meeting Guests:** Committee chairs or their designees or meeting guests who are specifically invited by the President to attend a Board meeting may have one night's accommodation expenses reimbursed.
- d. **Past Presidents:** Past Presidents may be invited to meet with the Board and/or the Executive Committee of the Board during the course of the Annual Meeting. Past Presidents who are not eligible to have their employer reimburse them for their attendance at the Annual Meeting (e.g., because they are retired and have no employer) will have one night's accommodation expenses reimbursed.
- e. **AUTM Employees:** AUTM employees will have their expenses reimbursed in the same manner as Board Members as described in Section 1(a), but those expenses will be reimbursed by either (a) the Board/Cabinet Meeting budget for Board/Cabinet Meetings respectively, or (b) the AUTM employee's own travel budget. AUTM employees are responsible for tracking their own travel budget to avoid incurring expenses above and beyond their travel budget.

2. PRESIDENT, PRESIDENT-ELECT, AND IMMEDIATE PAST PRESIDENT ATTENDANCE AT REGIONAL MEETINGS AND PROFESSIONAL DEVELOPMENT COURSES

Travel and related expenses for the President, President-Elect, or Immediate Past President will be reimbursed for attendance at selected AUTM regional meetings and professional development courses. These expenses will be charged against the officer's discretionary travel budget.

3. SPECIAL PARTICIPANTS/SPEAKERS

Special Participants, which may include speakers and significant organizational and administrative volunteers, may be reimbursed under the same rules that apply to Board meetings, except that airfare must be coach but does not require 14-day advance ticket. With the President's prior approval, a Plenary Speaker at the Annual Meeting will be reimbursed for first class travel.

For the Annual Meeting, Special Participants must be approved by the President in writing. For Regional Meetings, Special Participants must be approved in writing by the Meeting Development Cabinet Member. For professional development courses, Special Participants must be approved in writing by the Professional Development Cabinet Member. Speakers teaching a full day Professional Development Course not associated with a regional or Annual

Meeting may be reimbursed for travel. Special Participants must be part of a Board-approved budget.

4. REGISTRATION FEES

AUTM members and nonmembers normally are expected to pay appropriate registration fees if they are a program participant or speaker at an AUTM meeting. If they only attend the meeting on the day of their presentation, they will receive a complimentary one day pass to the event.

5. TRAVEL AT THE REQUEST OF ANOTHER ORGANIZATION

AUTM periodically receives requests from other organizations to provide a Board Member to speak at an event, for which that organization will reimburse travel costs. Most frequently, the request is filled by the Office of the President or the Executive Director. If none of them are available, the request may be referred to another Board Member.

The selected individual is free to attempt to negotiate with the outside organization for them to reimburse First Class (domestic) or Business Class (international) travel but they may not make this a condition of their attending. Any honorarium provided by the organization to the Board Member, designated representative of the Board or staff must be paid directly to the AUTM Foundation or promptly donated to the AUTM Foundation if the organization is required to pay the honorarium to the participating individual. Honorarium is defined as any payments made above and beyond unreimbursed expenses.

At the Board Member's request, AUTM will purchase in advance the Board Member's tickets for third party requested travel, in which case the Board Member must ensure that the organization reimburses AUTM directly.

6. MISCELLANEOUS

AUTM will also reimburse AUTM Board Members, Cabinet Members, and AUTM employees for specific vaccinations recommended by the Centers for Disease Control (<http://wwwnc.cdc.gov/travel>) for official AUTM travel to non-U.S. destinations. This vaccine reimbursement will be paid out of the same travel budget covering airfare and lodging for the same trip.

AUTM will also reimburse AUTM Board Members, Cabinet Members, and AUTM employees for visas required for official AUTM travel to non-U.S. destinations. This visa reimbursement will be paid out of the same travel budget covering airfare and lodging for the same trip.

7. AUTM AMEX CARDS

AUTM maintains a charge account with American Express. Six cards are issued which are authorized to make charges to the account one each for the use of:

- Executive Director
- Administrative Director (with limited budget for administrative purposes only)
- President
- President Elect
- Immediate Past President
- Non-U.S., At-Large Board Member(s) or as determined by the Office of the President

The charge account is managed by the Administrative Director.

The Executive Director may use his/her card solely for his/her own AUTM-related travel and for purchases of both travel and non-travel related items which are included in the approved AUTM Budget.

The Administrative Director will use a card provided by Kellen for travel and business related costs. The AUTM AmEx Card is strictly to provide Administrative Director with access to administrative functions related to the cards.

The AUTM officers may use the card to charge AUTM related travel expenses solely for the named card holder and for travel that is included in the approved AUTM budget. If it is necessary for another AUTM representative to accompany an officer on a particular trip, any requests for advance travel purchases by AUTM for that individual shall be made to the Executive Director.

The cards may be used for travel at the request of another organization for which AUTM will subsequently be reimbursed by that organization (See Section 5 above). Reimbursement must be made to AUTM directly when the travel-related charges are paid for by AUTM.

The cards may not be used for non-AUTM-related travel purchases for which the officer will subsequently be reimbursed by their employer or which will not be reimbursed and will remain for the officer's own account.

8. EXCEPTIONS

Any deviation from this policy must be approved in advance in writing by either the President or the Executive Director.