



**Division of Chemical Education, Inc.**  
~and~  
**Board of Publication, Inc.**  
*Travel Expense Policy*



## Introduction

### Overview

It is the policy of the Division of Chemical Education, Inc. and the Board of Publication, Inc. (“the Organizations”) to reimburse committee members for reasonable and necessary expenses incurred in connection with approved travel on behalf of the Organizations. The Organizations strongly encourage use of travel discounts when making travel arrangements.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Meeting travel policies are aligned with Organization reimbursement rules. All meeting-related travel paid with the Organizations’ funds must comply with Organization expenditure policies.

### **Authorization and responsibility**

Committee member travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 21 days of completion of a trip, the traveler must submit a Travel Reimbursement form and supporting documentation to obtain reimbursement of expenses.

The Travel Reimbursement form, along with corresponding receipts, must be submitted to the business manager. Payment will be approved by the appropriate treasurer. Requests for reimbursement by the business manager will be approved by the treasurer before the payment request is submitted for final approval.

The business manager will review expenditures and submit reimbursement for approval to the treasurer if there is reason to believe that the expenditures are inappropriate or not in accordance with the letter or spirit of the travel policy.

A copy of the Travel Reimbursement form can be found in Appendix A.

### **Personal funds**

Travelers should review reimbursement guidelines before spending personal funds for



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travel to determine if such expenses are reimbursable. See Section II: Travel Expenses/Procedures for details. The Organizations reserve the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted and approved.

### ***Exceptions***

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing, or by email, and approved by the appropriate treasurer.

### **Travel Expenses/Procedures**

#### ***General Rules***

Requests for reimbursements of travel-related expenses are submitted on a Travel Reimbursement form. This form must be accompanied by supporting documentation.

These forms must be submitted to the business office within three weeks after the trip is completed. Travel Reimbursement forms not submitted within this time frame require exception approval from the treasurer.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by the Organizations are shown below.

**Airfare.** An original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium pricing.

First-class tickets are not reimbursable.

**Rail transportation.** The Organizations will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.



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An original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

**Automobile (personally owned).** A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Reimbursement for use of a personal automobile is based on the federal mileage rate.

The Travel Reimbursement form is required for reimbursement.

**Conference registration fees.** Registration fees paid directly by Program Chairs and High School Day Chairs will be reimbursed after the conference is completed with an appropriate receipt in addition to the Travel Reimbursement form.

**Lodging (commercial).** The Organizations will reimburse lodging expenses at reasonable, single occupancy or standard business room rates.

Only single room rates are authorized for payment or reimbursement unless the second party is representing the organization in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

**Meals (per diem).** The Organizations' per diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location. In addition to meals these rates include incidental expenses such as laundry, dry cleaning and service tips (e.g., housekeeping or porter tips). Incidental expenses, unless specifically cited in this policy, will not be reimbursed.

Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.

Receipts are required for per diem allowances. Per diem allowances are reimbursed after the trip is completed. Per diem rates are the maximum amounts allowed for reimbursements. Reimbursement paid is the lesser of either the actual receipts submitted or the per diem rates.



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**Parking.** Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

**Tolls.** Original receipts are required.

**Miscellaneous transportation.** Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation.

**Maximum Reimbursements and Days/Nights Allowed.** Maximums have been set to control expenses. Maximums are dependent on a traveler's position within the organization. A table of maximum reimbursable expenses can be found in Appendix B.

The Executive Committee includes Alternate Councilors.

**Additional Rule for Councilors.** Councilors receive ONLY the reimbursement for ExCom members, unless they attend the Council meeting. The Councilor MUST provide a copy of the yellow voting card to receive reimbursement. It is recommended that the Councilor (or Alternate if substituting for the Councilor) scan or take a picture of his/her voting card as soon as he/she receives it.

**Additional Rule for Alternate Councilors.** Alternate Councilors may get Councilor reimbursement if they attend a Council meeting in place of the Secretary or the other Councilor. Anyone requesting Councilor reimbursement must use the Councilor form (see Appendix C) in addition to the Travel Reimbursement form along with a copy of his/her voting card as proof of attendance. The Treasurer or Business Manager is responsible for forwarding all necessary paperwork to the American Chemical Society for reimbursement. See also the Councilor Rule regarding voting cards and substituting for the Councilor

**Reimbursement from Another Entity.** If a Division member gets reimbursement from another American Chemical Society entity, the member should request from the Division of Chemical Education, Inc. or Board of Publication, Inc. **ONLY** the expenses **NOT** reimbursed by the other entity.

**Ex-Officio Members.** Ex-officio members are reimbursed according to their last office held.

**Registration Reimbursement.** Only Program Chairs, Meeting Co-chairs, and High School Day chair, and Regional Meeting Representatives will receive registration reimbursement.

**Division of Chemical Education, Inc.**

~and~

**Board of Publication**

Appendix A: *Travel Reimbursement Form*

Before using this form, you should consult the Travel Expense Policy for allowed expenses and other terms.

**Full Name**  
**Mailing Address**

**Email Address**  
**# of Nights Traveled**

**Max nights covered**    **3**

Instructions: Please fill out all blue sections. Once the position you hold within the Division is selected all rules, rates, and the maximum number of nights covered will be filled in for your reference.

**Committee Position**    Treasurer, Chair Succession  
**Funding Organization**    Division of Chemical Education  
**Other Positions in ACS Governance**

**Meeting**                      2018 Boston National Meeting

**Federal Per Diem Rates Per Day**

Meals	\$64.00
Incidentals	\$5.00

**Reminder to those attending council:** You must also submit the ACS Councilor Reimbursement Form AND a copy of your voting card to receive reimbursement

	Reimbursement Rules	Total Allowable Rate	Total Amount Spent	Reimbursable Amount
<b>Lodging</b>	Fully Covered	Fully Covered		-
<b>Meals</b>	Federal Per Diem	\$0.00		-
<b>Air/Train/Vehicle</b>	coach	100%		-
<b>Bags</b>	1 each way	100%		-
<b>Ground Transportation</b>	taxi/shuttle	100%		-
<b>Mileage</b>	Federal Rate	\$.545/mile		-
<b>Incidentals</b>	Fed Rate	\$0.00		-
<b>Other</b>	None	0%		-
	<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>

**Additional Comments:**

Once filled out completely please return the form along with a PDF copy of all corresponding receipts to DivChemEd@turboexecs.com for processing.

All requests for travel reimbursement are due within three weeks of the meeting.

**Please note that reimbursement will take 2-4 weeks to process and payment will be sent via the organization's bank in a plain envelope and may appear as junk mail.**

**NOTE:**

ExCom includes Alternate Councilors

Alternate Councilors may get Councilor reimbursement if they attend Council meeting in place of Secretary or other Councilor  
Anyone requesting Councilor reimbursement must use Councilor Form in addition to this form, and must have confirmation of Council attendance.

Appointed members of the Board of Publication and Board of Trustees are reimbursed by their own entity. Ex officio members of those committees are reimbursed according to their Division office. Rules for reimbursement are given in column B, except the BoP chair or designee who gets the "Total Allowable Rate", shown in column C, when attending the Spring Awards Dinner.

If a Division member requesting travel reimbursement is also entitled to reimbursement by another ACS entity (Board of Pub or Trustees, SOCED, etc) the member should request from the Division **ONLY** the expenses **NOT** reimbursed by the other entity.

## Appendix B: Reimbursement Table

Assignment	ExCom Member, plus invited cmt. chairs/members, Finance Cmt	Treasurer, Chair Succession	Secretary, Councilors, Chair attending Spring Awards	High School Chair	Program Committee Chair	Chairs w/permission of Division Chair (but not ExCom	National Meeting CoChairs	Regional Meeting Rep.
LODGING	2 nights	3 nights	5 nights	2 days; \$200 each	1-6 days; \$200/day	2 days; \$200 each	1-6 days; \$200/day	2 nights
MEALS	2 days Fed per diem	3 days Fed per diem	5 days Fed per diem	none	none	none	up to \$50, included in 2 nights	
AIR / TRAIN/ VEHICLE	coach	coach	coach	coach	1/2 coach	1/2 coach	1/2 coach	coach
BAGS	1 each way	1 each way	1 each way	1 each way	1/2 each way	1/2 each way	1/2 each way	1 each way
GROUND TO PORTS	taxi/shuttle/mileage	taxi/shuttle/mileage	taxi/shuttle/mileage	taxi/shuttle/mileage	1/2 taxi/shuttle/milg.	1/2 taxi/shuttle/milg.	1/2 taxi/shuttle/milg.	1/2 taxi/shuttle/milg.
INCIDENTALS	Fed Rate	Fed Rate	Fed Rate	Fed Rate	Fed Rate	Fed Rate	Fed Rate	Fed Rate
OTHER							Registration	Registration
NOTE:	Finance Committee gets Friday, Saturday Chairs and Treasurer get Fri, Sat, Sun ExCom includes Alternate Councilors Alternate Councilors may get Councilor reimbursement if they attend Council meeting in place of Secretary or other Councilor Anyone requesting Councilor reimbursement must use Councilor Form, (Turbo send to Treasurer for signature) and must have confirmation of Council attendance. Must forward signed form to ACS with request for reimbursement.						If meeting co-chair gets reimbursement by another ACS entity (Board of Pub or Trustees, Council, SOCED, etc) Division will pay the difference between expenses covered by the other entity and actual	
	Appointed members of Board of Publication and Board of Trustees are reimbursed by their own entity. Ex officio members are reimbursed according to their office. Rules for reimbursement are the same as column B, except the BoP chair or designee who gets column D when attending the Spring Awards Dinner							

**DEADLINE DATE FOR SUBMISSION TO ACS SECRETARY: April 20, 2016  
(RECEIPTS SHOULD BE PLACED ON BLANK SHEETS OF PAPER WITH TAPE, NO STAPLES)**

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Appendix C

**AMERICAN CHEMICAL SOCIETY REIMBURSEMENT OF  
COUNCILOR TRAVEL EXPENSES**

**Instructions for Councilors:**

Within three weeks after the National Meeting the Councilor (Alternate Councilor or Temporary Substitute Councilor) should complete Part A of the form and submit the necessary documentation to the local section or division treasurer, (e.g., airline receipts, rail ticket receipts, hotel bills, registration fee, and explanations for amounts under \$25 without accompanying receipts). Please retain a copy for your records. Councilors may receive reimbursement only if they attended the Council meeting.

**Instructions for Treasurer:**

Subsequent to the National Meeting (within three weeks), the Councilor (Alternate Councilor or Temporary Substitute Councilor) should complete Part A of this form and submit it to the local section or division treasurer for payment. The Treasurer must then, within five weeks after the meeting complete Part B of the form and submit it with the necessary documentation (e.g., airline receipts, rail ticket receipts, hotel bills, registration fee, and explanations for amounts under \$25 without accompanying receipts) to the ACS Secretary for reimbursement of the National Society's share of the cost. Please retain a copy for your records.

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**PART A**

*TO BE COMPLETED BY COUNCILOR, ALTERNATE COUNCILOR OR  
TEMPORARY SUBSTITUTE COUNCILOR)*

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Local Section or Division \_\_\_\_\_

I attended the Council meeting, and request that my travel expenses be reimbursed to the extent possible under the Councilor Travel Reimbursement Program.

\_\_\_\_\_  
Signature

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**PART B**

*(TO BE COMPLETED BY TREASURER)*

Reimbursement Paid to Councilor

Amount\$ \_\_\_\_\_ Date \_\_\_\_\_ Check/EFT# \_\_\_\_\_

Treasurer's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
Signature of Treasurer

\_\_\_\_\_  
Date

***Mail Original to:***

Office of the Secretary  
American Chemical Society  
1155 16th Street, N.W.  
Room 424  
Washington, D.C. 20036

or

***Submit electronically to:***

secretary@acs.org