

**THE AMERICAN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS- TRAVEL EXPENSE VOUCHER**

**DE SECTION**

GORDON J. OSTRUM

4745 OGLETOWN-STANTON ROAD, MAP I, SUITE 106

NEWARK, DE 19713

TREASURER NAME

ADDRESS

CITY, STATE ZIP

THIS FORM IS TO BE USED FOR CLAIMING REIMBURSEMENT OF ALL EXPENSES INCURRED BY ANY PERSON TRAVELING ON BUSINESS. A SUMMARY OF TRAVEL REIMBURSEMENT POLICIES IS PRINTED ON THE REVERSE SIDE OF THIS FORM. PLEASE RETURN THIS FORM TO YOUR SECTION OR DISTRICT CHAIR OR TREASURER ALONG WITH ALL ORIGINAL AIR OR RAIL TICKET STUBS, TAXI RECEIPTS, HOTEL BILLS AND OTHER RECEIPTS FOR \$25 OR MORE.

**IN ADDITION TO INDICATING DOLLAR AMOUNTS TO BE REIMBURSED,  
THE BOXED AREA MUST BE COMPLETED BEFORE WE CAN PROCESS YOUR REQUEST.**

NAME:	TELEPHONE W/ AREA CODE:
ADDRESS:	E-MAIL ADDRESS:
CITY, STATE, ZIP CODE:	
REASON FOR TRAVEL:	

DATE							
DAY							

**TRANSPORTATION  
(INCLUDING TIP):**

**LINE  
TOTALS**

FARE (AIR OR TRAIN)								
TAXIS								
OTHER (MILEAGE, TOLLS, ETC.)								

**MEALS  
(INCLUDING TIP):**

BREAKFAST								
LUNCH								
DINNER								

**LODGING**

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**MISCELLANEOUS: (ITEMIZE  
SEPARATELY IF OVER \$50)**

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**COLUMN TOTALS**

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IF TRAVEL WAS PLANNED IN CORRELATION WITH ANOTHER TRIP, PLEASE DESIGNATE DIVISION OF EXPENSES:

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IF ANY PART OF THE EXPENSES WERE REIMBURSED BY ANOTHER ORGANIZATION, PLEASE INDICATE ONLY THE ACOG SHARE OF EXPENSES IN THE VOUCHER STATEMENT ABOVE.

PLEASE DATE AND SIGN BELOW

**DATE** **SIGNED** **DISTRICT OR SECTION POSITION (IF APPLICABLE)**

SECTION OR DISTRICT CHAIR OR TREASURER APPROVAL:

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ ACCT# \_\_\_\_\_

COST CENTER	PROGRAM	ACCOUNT

## GUIDELINES FOR CLAIMING REIMBURSEMENT OF EXPENSES INCURRED ON BEHALF OF ACOG DISTRICT III

Only original receipts and/or electronic ticketing confirmation statements will be accepted.

Mark nature of bills clearly on receipts so receipts easily correlate with the voucher.

Travel expenses will be reimbursed, consistent with Executive Board policies. Expenses must be reasonable and adequately documents so as to comply with the College's auditors and Internal Revenue Service (IRS) regulation. Receipts are required for all items \$25 or more. These receipts must be submitted with your expense report to qualify for reimbursement. **Expense reports must be submitted within 60 days after traveling to be eligible for reimbursement.**

Reimbursement policies for individual Districts/Sections may be stricter than the policies stated. Please contact the District/Section Treasurer with questions.

ACOG staff is responsible for questioning expenses which appear excessive or are unsubstantiated. Reasonable and documented expenses in the following categories will be reimbursed without question:

### A. Travel (Air and rail travel arrangements may be booked through the College travel agent by calling (800) 471-7363 or (202) 314-2313).

1. Necessary air and/or rail fare not to exceed coach class for trips within College boundaries, and business class for trips outside College boundaries. Maximum airfare reimbursement is the least expensive unrestricted fare, i.e., ordinarily, the 21 day advance purchase. The traveler is urged to use a Supersaver fare when possible. Upgrades are not eligible for reimbursement. (Air and rail travel arrangements may be booked through the College travel agent by calling (202) 554-3600).
2. Personal automobile travel at the rate currently allowed by the IRS, not to exceed air or rail fare when this is available. As of July 1, 2011, the IRS allowed mileage rate is \$555 per mile. If more than one person travels on business in the same automobile, only one person may claim reimbursement for such transportation expense.
3. Necessary car rental expenses, when preapproved.
4. Necessary cab, shuttle, bus, and subway transportation.

### B. HOUSING AND MEALS

1. REASONABLE, COMFORTABLE ACCOMMODATIONS.
2. Reimbursement for reasonable and necessary individual meals incurred outside of the College or Congress authorized and sanctioned committee or task force supplied meals will be limited to \$115.00 (including gratuities) per day. Any request for reimbursement above the specified daily maximum must be justified in writing.
3. REASONABLE CHARGES FOR MEALS AND ENTERTAINMENT OF OTHERS, WHEN THESE CHARGES ARE PART OF AN ASSIGNMENT OR IN THE BEST INTEREST OF THE COLLEGE. EXPENSES OF THIS KIND SHOULD BE DESCRIBED, INCLUDING BUSINESS PURPOSE AND PERSONS ATTENDING, AS REQUIRED BY IRS REGULATIONS.

### C. OTHER EXPENSES

1. TIPS (APART FROM TIPS INCLUDED IN MEAL COSTS)
2. PHONE CALLS UP TO A MAXIMUM OF \$25.00 PER DAY.
3. ONE IN-ROOM MOVIE PER DAY DURING HOTEL STAY.
4. HEALTH CLUB CHARGES UP TO A MAXIMUM OF \$25.00 PER DAY; DOES NOT INCLUDE SPA CHARGES.
5. OTHER MISCELLANEOUS EXPENSES MUST BE LISTED AND FULLY DESCRIBED. PERSONAL EXPENSES, E.G., CLOTHING AND SOUVENIRS WILL NOT BE REIMBURSED.

### D. Traveling with Family Members

The expenses incurred by a spouse or family member are not reimbursable. An individual whose expense are reimbursable should only claim reimbursement for his/her when business travel, the single room rate charge at the hotel where he/she stays, and his/her own meals, when accompanied by other family members. Note on the receipt your portion of the bill, if more than yourself is included in the total.

### E. GAP AND ADD-ON TRAVEL

1. Gap travel is defined as travel, food, lodging and incidentals (FLI) for days between ACOG meetings or other travel on ACOG's behalf when the individual chooses to stay at one of the locations or somewhere in between, rather than returning home between meetings.

If deemed the most economical option for ACOG, gap travel will be reimbursed up to the daily FLI rate stated in the current year's budget, upon the submission of documented expenditures. ACOG will not pay additional transportation costs for routing other than that required by official ACOG business.

Gap travel must be documented in ACOG official financial records to preclude any interpretation that the gap travel results in taxable income to the individual involved.

2. Add-on travel is travel either before or after meetings of the College at the sole discretion of the individual traveling. All add-on expenses, additional transportation costs to destinations other than home, food, lodging, and incidentals, are the responsibility of the individual traveling.

### F. Insurance

A \$250,000 travel accident policy (with reduced benefits payable for those age 70 or older) covering all ACOG representatives traveling on official business from the time they leave their homes or offices, whichever is later, up to the time they return to their homes or offices, whichever is earlier, is provided by the national office at its expense.

- G. Miscellaneous charge of less than \$25 does not need a receipt but does require that the nature of the charge be noted.

- H. Any change in travel plans that involve extra fees must be preapproved by the District III Treasurer or Chair and must be documented on that extra bill.