

Member Travel Reimbursement Policy At-a-Glance

The Society / Foundation Member Travel Reimbursement Policy provides specific guidelines for receiving reimbursement for expenses associated with travel to Society and Foundation committee* meetings. This document summarizes many of those requirements.

- No one, other than the ASPS and PSF Presidents, receives reimbursement for travel to committee meetings held in conjunction with the ASPS Annual Meeting (Plastic Surgery The Meeting).
- With the exception of a few committees, no member receives reimbursement until s/he reaches the \$1,500 deductible, exclusive of Annual Meeting travel, during a single leadership year (Annual Meeting to Annual Meeting). Contact accountspayable@plasticsurgery.org for the exceptions.
- The Member Travel Reimbursement Policy details specific travel policies for the Society and Foundation presidents.
- **Air travel** must be purchased 21 days in advance of travel and must be at coach class for trips with an airtime duration of seven (7) hours or less. See Member Travel Reimbursement Policy for details on trips longer than seven (7) hours in the air.
 - Flights booked within 21 days of the departure date are subject to a **maximum reimbursement of \$500 for a domestic round-trip flight** (including the U.S., Canada, and Mexico) or **\$5,500 for an international round-trip flight**.
 - **Baggage fees** for one (1) checked bag for a trip greater than one (1) day will be reimbursed at cost up to a maximum of \$40 each way.
- **Personal automobile** mileage will be reimbursed at the current IRS-allowed mileage rate and will be limited to the lesser of mileage reimbursement or 21-day advance purchase coach airfare available for the same trip. See Member Travel Reimbursement Policy for additional details.
- **Rail travel** will be reimbursed at the most direct route purchased at the 21-day advance coach fare.
- **Hotel stays** will be reimbursed at the ASPS-negotiated meeting rate. When no rate has been negotiated, members will be reimbursed for reasonable mid-priced hotels. See Member Travel Reimbursement Policy for specifics.
- **Ground Transportation** expenses between the member's home, airport, and meeting location by shuttle, taxi, or bus are reimbursable.
- **Car Rentals** are not reimbursable unless the cumulative cost of the rental, parking, and mileage is less expensive than the other approved ground transportation options. **Car rental requests must be submitted to the Travel Review Committee at least two (2) weeks prior to the trip.**

**Committee is used generically to refer to any entity a Volunteer Leader may serve on such as the ASPS/PSF Board of Directors, the PSPS Board of Directors, PlastyPAC Board of Governors, Trustees, Judicial Council, committee, subcommittee, work group, task force, etc.*

- The cost of **meals** purchased elsewhere is not reimbursable when ASPS/PSF schedules group meal functions as part of official meetings. When scheduled meal functions are not part of the official meeting, members may receive reimbursement for actual costs for meals at the maximum rate indicated below:
 - Breakfast: \$15 domestic / \$25 international
 - Lunch: \$20 domestic / \$35 international
 - Dinner: \$40 domestic / \$65 international
- **Travel day meal expenses** are reimbursable at cost up to \$30 per travel day. See Member Travel Reimbursement Policy for details.
- The Member Travel Reimbursement Policy identifies many **Non-Reimbursable Expenses**, including incidental expenses that are not covered.

Travel Review Committee

The Travel Review Committee, comprised of the ASPS Executive Vice President, ASPS/PSF Board Vice President, Finance and Treasurer, and the Immediate ASPS Past President, reviews and renders decisions regarding travel reimbursement, including any exceptions to the policy. Exception requests should be sent at least three (3) weeks in advance of travel to aspsvtr@plasticsurgery.org.

Reimbursement Process

All requests for reimbursements must be submitted on the expense reimbursement form with original receipts attached, within sixty (60) days of trip completion. Reimbursement requests received after 60 days of the trip completion will require review by the Travel Review Committee and are subject to being denied.

All expense reimbursement forms and receipts should be sent electronically to: aspsvtr@plasticsurgery.org.

For each completed form you will receive an email from the ASPS Finance Department confirming the date of receipt of the travel reimbursement form if all required receipts and information are included with your submission. The target turnaround time for reimbursement is within ten (10) business days from the date of receipt of the completed travel reimbursement form and related receipts by ASPS.

Resources

The Member Travel Reimbursement Policy and expense reimbursement form can be found on the [Committee Site \(www1.plasticsurgery.org/committees\)](http://www1.plasticsurgery.org/committees). (Log into www.plasticsurgery.org > click on the *Membership* tab > select *Committees* from the dropdown list.) Questions about the Member Travel Reimbursement Policy may be directed to accountspayable@plasticsurgery.org.