

Administrative Guide

Topic 1510: Reimbursable Expenses for Non-AMA Staff (including all Council, Committee, and Editorial Board Members)

1510.01 Expense Guidelines

Expense policies of the Association must meet basic IRS requirements:

- Expenses must be bona fide, ordinary and necessary expenses incurred or reasonably expected to be incurred to further business.
- An ordinary expense is one that is common and accepted in a field of trade, business, or profession.
- A necessary expense is one that is helpful and appropriate for the conduct of business.
- Reimbursed expenses must be properly substantiated as to amount, time, use, and business purpose. (Expenses of \$25 or more require an original credit card or cash register receipt). The IRS uses the business purpose to determine if reimbursement is taxable income to the individual.

1510.02 Expense Reports

Reimbursement of expenses may be obtained by completing a Trip and Travel Expense Report which can be found on the AMA intranet form page. All parts of the voucher are to be completed, including the detail of expenses billed directly to the Association and an explanation of all entertainment and miscellaneous expenses (reverse side of form). The name of the AMA contact must be provided on the form.

Original receipts are required for all transportation, lodging expenses and meals regardless of amount, as well as all other expenses of \$25 or more. Social Security numbers are required for those receiving per diem or honorarium.

To eliminate the possibility of error, neatly printed information is preferred. Inaccurate or incomplete forms will be returned to the person who approved the voucher. **All requests for expense reimbursement must be submitted within 30 days of the AMA-sponsored meeting or event. Failure to file timely expense reports may result in the Association's not reimbursing expenses. If the reimbursement is greater than 90 days old, the request will need to be approved by the area's VP.**

1510.03 Travel Expense Reimbursement

The basic philosophy of the Association with respect to travel expense reimbursement is "reasonable with neither profit nor loss to the member." The following limitations define the Association's concept of reasonable travel expense:

1510.04 Air Travel

Individuals will be reimbursed for reasonable, pre-approved air travel purchased to conduct AMA business. Documentation for the cost of the ticket must be attached to the expense report as support for the purchase. Coach travel is required for domestic flights

If the member prefers rail travel, the Association will reimburse the cost of rail fare via the most direct route.

AMA does not reimburse payment for upgrade coupons, early check-ins, choice seats: extra leg room or travel insurance.

The AMA discourages changing a flight to one that is departing sooner than the original flight, unless the departure time is at least 24 hours sooner than the original departure time or there is critical reason. All flight changes will be reviewed on a case by case basis

1510.05 Auto Rental

Members should use rental cars when they represent the most practical and economical means of out of town transportation. The Association has a discount program with Hertz; therefore, every attempt should be made to use Hertz when renting a car for business. The AMA's Hertz discount # for members is 11635.

The Collision Damage Waiver Insurance should not be taken when renting a car from Hertz. Coverage is provided by the Association if the following conditions are met:

- Use of the corporate credit card (American Express) if available.
- Rental from our corporate rental company (Hertz).
- Business travel use only, not intended to cover personal travel extended to a business trip.
- Lawful use of the auto, not intended to cover individuals who are convicted of drug or alcohol violations as the cause of an accident.

Car mileage is **not** reimbursable for miles driven using a rental car.

1510.06 Private Auto

Members who use their private auto while traveling for the Association will be reimbursed based on current IRS guidelines for automobile costs or the cost of roundtrip coach class air fare, whichever is less. The reimbursement rate will be published on the AMA website. The rate usually changes annually and will be communicated via travel updates or can be obtained from Accounts Payable.

1510.07 Hotel

The Association has available various discount rates relating to hotels. The traveler should contact Corporate Travel to arrange for use of these discounts whenever possible. The Association will reimburse reasonable lodging costs (single occupancy rooms, not a suite). If accommodations are shared with another member, the cost should be divided equally and each person's share included in his/her own expense voucher. If a member(s) of an officer's family shares the room, the equivalent single occupancy charge should be included on the voucher for reimbursement. The

original hotel statement should always accompany the voucher. The hotel statement must show no balance owed.

When visiting Chicago and Washington DC on business, the traveler should stay at an AMA approved hotel with which the Association has a preferred hotel program. Contact Corporate Travel for a listing of these preferred hotels. Reimbursement will not be approved if another hotel is selected in those two cities.

Please refer to [Administrative Guide Topic 1520 - Travel and Reservations](#) for more information about hotel accommodations.

1510.08 Meals

The cost of the member's meals will be reimbursed by the Association. All meals paid for directly by the member of \$25 or more require a cash register receipt or the record of charge if a credit card is used. Tear tabs will not be accepted as adequate documentation for meals. Budgetary allowance does not provide for the entertainment of others. Reimbursable costs per person for individual meals are:

- Breakfast - \$20
- Lunch - \$30
- Dinner - \$ 85

Scheduled meals during the meetings will be charged to the Association master account.

1510.09 Taxi, Tips, Telephone

Reimbursements are made for necessary taxi, limousine, tips and telephone expenses incurred due to Association business.

1510.10 Family Travel

When an individual travels on Association business and elects to take members of his/her family, the Association will reimburse only for the costs which would have been incurred if the individual were traveling alone. This applies to transportation, hotels, meals, etc.

1510.11 Travel Insurance

Travel insurance expense is not reimbursed since the Association maintains a \$500,000 travel accident policy which covers accidental death, disability, or dismemberment for Association members traveling on Association business. Any questions regarding this coverage should be directed to the Division of Compensation.

1510.12 Meeting Travel

When planning or scheduling a meeting, either in Chicago or another city, please contact the Corporate Travel department for specific information and assistance with arranging travel to Association meetings.

1510.13 Miscellaneous Reimbursable Business Expenses

Miscellaneous reimbursable business expenses include:

- Travel incidentals
- Tips
- Fax charges
- Postage or shipping
- Temporary Internet connection fees (while away on travel)

1510.14 Non-Reimbursable Expenses

The following expenses are not reimbursable business expenses:

- Personal grooming (hairdressers, spas, massages, shoe shine, etc.)
- Cellular phones and equipment (charger, phone cases, battery, replacement phones, etc.)
- Evening wear rentals
- Flight guides
- Movies (in-room hotel, theatres)
- "No show" charges for hotel or car service (unless due to unforeseen events)
- Personal reading materials
- Hotel and rental car upgrades
- Optional travel or baggage insurance
- Travel Accessories
- Private/Charter aircraft
- Car rental insurance
- Beach rentals (surf boards, jet skis, umbrellas, chairs, etc.)
- Golf/Tennis Charges
- Hotel health club charges
- Personal medical expense.

This list is not all inclusive. In order for an expense to be reimbursable, under IRS regulations, it must be considered an ordinary and necessary expense incurred in the course of conducting business.