



International Education & Humanitarian Outreach Travel Reimbursement Policy

This policy covers travel activities for the members of the International Education & Humanitarian Outreach committee that travel to ASCCP educational programs as invited faculty. This policy supersedes any and all such policies previously adopted by ASCCP. The Chief Executive Officer shall ensure that this policy receives periodic review, and shall make appropriate recommendations (if any) to the Board of Directors or the Executive Committee.

Background

ASCCP recognizes that the members of the International Educational & Humanitarian Outreach Committee are exceptionally dedicated and hard-working, and greatly appreciates their efforts and contributions as they work internationally on behalf of our organization.

Outreach efforts are typically supported by 2-3 faculty. In this circumstance, ASCCP will reimburse each faculty a maximum of \$1,000 for approved reimbursable expenses. On the rare occasion that (4) faculty support an outreach effort, the ASCCP will reimburse each faculty member a maximum of \$750.

Allowable Expenses

Allowable expenses are as defined in the ASCCP Travel Reimbursement Policy.

Notwithstanding anything contained in this policy to the contrary, all expenses submitted for reimbursement hereunder shall be subject to final approval by the ASCCP Chief Executive Officer, in accordance with their fiduciary responsibilities and auditing requirements. The Chief Executive Officer specifically retains the right to deny any reimbursement claim in the event the Chief Executive Officer determines, in consultation with Society auditors, that such claimed expense is not properly reimbursable in accordance with the best business practices of the ACCME, GAAP or ASCCP guidelines or standards.

This policy has been reviewed, approved and adopted by the Board of Directors October 6, 2018