



Improving lives through the prevention and treatment of anogenital & HPV-related diseases

ASCCP Travel Policy

This policy covers travel activities of the ASCCP Program Directors, Faculty, staff, and liaisons, hereafter all referred to as “ASCCP representatives” traveling as staff or invited faculty as warranted.

ASCCP recognizes that its member volunteers are exceptionally dedicated and hard-working, and great appreciates their efforts and contributions globally on behalf of our Society. This policy reflects industry standards, similar practices among other societies and those unique to ASCCP.

Outlined below are reimbursable expenses for transportation, registration, lodging, meals and other travel related costs. Travel expenses are reimbursed at the extent of your participation.

Air Travel

- To ensure that the ASCCP obtains the optimal airfare price, travel should be coordinated with ASCCP staff at least 3 months in advance of the meeting. Domestic flights will be based on a coach airfare.
- Prior approval from the ASCCP will be required for:
 - Any **domestic roundtrip coach airfare (including the United States and Canada) over \$650**
 - Any **international roundtrip airfare (outside of the United States and Canada) over \$1,500**
- ASCCP will reimburse domestic Coach Class travel in Main Cabin only. ASCCP does not reimburse Business or First-Class travel, Economy Plus/Comfort + or preferred seat / extra-leg room seat fees.
- Use of personal frequent flier miles will not be reimbursed by ASCCP. ASCCP representatives may upgrade their tickets using frequent flier miles, but this is not a reimbursable expense.
- If an emergency should arise or schedules of meetings change, requiring changes to an ASCCP representative’s travel plans after booking the initial travel reservation, ASCCP will pay for or reimburse for the service charge to change the reservation one time per trip, if the amount for the change still falls under the approved reimbursable airfare amount as outlined above. ASCCP representatives will need to notify the staff liaison before the reservation is changed.

Train

- To ensure that the ASCCP obtains the optimal train price, travel should be coordinated with ASCCP staff at least 3 months in advance of the meeting.
- ASCCP does not reimburse First Class travel/Business Class travel.
- Train travel in lieu of air travel will be approved at amounts similar to air travel above, **not to exceed the lowest available roundtrip coach airfare.**

*This policy has been reviewed, approved and adopted by the Board of Directors on April 13, 2016.
Minor language updates added June 11, 2024*



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Auto

- Personal automobile usage reimbursement to/from the event in lieu of air travel or train will be reimbursed at the approved IRS mileage rate, **not to exceed the lowest available roundtrip coach airfare**.
- No personal automobile usage during the event will be reimbursed unless previously approved for event purposes.

Lodging

The standard single rate hotel room charge will be included on the ASCCP master account whenever possible, and will be paid directly by ASCCP. All other incidental room charges will be charged directly to the traveler's personal credit card.

- ASCCP representatives are eligible for hotel reimbursement by ASCCP for the night prior to his/her speaking engagement through the duration of his/her speaking engagements, and/or ASCCP approved obligations. If an ASCCP representative is unable to travel home due to the late ending of the meeting, ASCCP will reimburse one additional room night. Any additional room nights will be at the traveler's personal expense.
- If the traveler stays at a hotel other than the hotel provided by ASCCP, reimbursement will be the lesser of the two hotel costs.

Meals and beverages

ASCCP representatives will be reimbursed for the cost of meals on meeting days for meals which ASCCP **does not** provide.

- If ASCCP provides meals, any meals purchased in place of those provided by ASCCP will not be reimbursed unless special circumstances are explained in the travel expense report, and approved by ASCCP in advance.
- Reimbursement for meals is allowable during travel days.
- Meals not provided during the meeting will be reimbursed up to a **maximum per Diem of \$70/day**.
- Receipts for \$10 or more are required by ASCCP's auditors for reimbursement.
- For international travel, current exchange rates will be taken into consideration.
- Non-allowable expense: Alcoholic beverages outside an ASCCP sponsored event

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Transportation

- Taxi/Uber costs will be reimbursed for travel to and from the airport.
- Use of limousines or private drivers will be reimbursed at the same rate of local taxi fare, but not beyond.
- Rental cars are not permitted unless approved prior to rental by the ASCCP Chief Executive Officer.
- If using a personal automobile to and from the departure airport, the ASCCP will reimburse for **economy parking** only expenses, and mileage at the approved IRS mileage rate. Daily parking rates will not be reimbursed.

Other Costs

- Business expenses through the hotel (including phone, fax and internet charges), will be reimbursed up to \$10.00 per day. International exchange rates and prevailing costs will be taken into consideration.
- Tips will be reimbursed (apart from tips included in meal cost)

Insurance

A travel accident policy (with reduced benefits payable to those ages 70 or older) covering all ASCCP representatives traveling on official business from the time they leave their home or offices, whichever is later, up to the time they return to their homes or offices, whichever is earlier, is provided by the ASCCP at its expense.

Gap/Add-On Travel

ASCCP will not pay additional transportation costs/expenses for travel other than that required for official ASCCP business. Additional travel taken either before/after the ASCCP event is at the sole discretion/expense of the individual traveling.

Receipts

Receipts are required for all expenditures of \$10.00 or more.

Non-Allowable Expenses

- Expenses for family members or personal guests outside of pre-approved ASCCP sponsored events
- Cell phone expenses
- Gym or health club fees
- ATM fees or currency exchange fees

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- Other personal expenses not related to ASCCP business (e.g. movies, barber and beauty salon, gift shop, flower shop, golf related activities, spa treatments, etc.)
- Alcoholic beverages outside an ASCCP sponsored event

Reimbursement for Travel Expenses

- Reimbursement for expenses not charged directly to the ASCCP master accounts should be requested using the ASCCP Expense Report which can be obtained by ASCCP staff.
- All expenses \$10.00 or more must be supported by a receipt. No exceptions.
- Travel expense reports should be submitted to ASCCP staff after the meeting, but within 30 days of the end of travel in order to receive reimbursement.
- Any outstanding travel expenses submitted for reimbursement more than 90 days after the event will not be reimbursed.

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.