

Volunteer Travel and Expense Guidelines

Control of travel expenses is the responsibility of each volunteer. Volunteers are expected to apply the following guidelines on a conservative basis consistent with normal living standards and to exercise good business judgment. Receipts are required for all expenditures of more than \$25. If an expense will be charged against a government grant, receipts are required for all expenditures regardless of amount. Any deviation from these guidelines must be reasonable under the circumstances, supported by written justification submitted with an expense report, and approved by the authorized committee/budget manager. Expense reports are due within 30 days of travel with required documentation.

1. Transportation:

- *Airfare* –
 - Volunteers are strongly encouraged to use World Travel Services, our travel management company:
 - Email: greenteam@worldtrav.com or Tel: 469-751-8283 Monday – Friday, 8:00 am to 6:00 pm ET.
 - Book flights using the lowest fare routing.
 - Book at least 14 days in advance to take advantage of discounted airfares. Please avoid air travel changes after initial ticketing due to increase fare costs and change fees.
 - First Class tickets are not allowed. AHA does not reimburse for non-AHA business destinations when travel cost is not the lowest fare routing.
 - A reasonable amount for baggage fees based on trip length and necessities is reimbursable.
 - For international travel, the committee/budget manager will help obtain AHA approval.
 - Piloting, chartering or leasing a private aircraft is prohibited.
- *Airport Shuttle, Taxi and Transportation Services* –
 - Use the most efficient and cost-effective mode of transportation.
 - Use shuttles whenever possible or share a taxi, Uber or Lyft.
 - Use of an executive car service is not an allowable expense.
- *Rental Vehicles* –
 - Volunteers are strongly encouraged to use World Travel Services, our travel management company:
 - Email: greenteam@worldtrav.com or Tel: 469-751-8283 Monday – Friday, 8:00 am to 6:00 pm ET.
 - Book using Enterprise or National Car (AHA Contract ID: XZ09D02).
 - Rental cars may be used if local transportation is not practical, or personal vehicle mileage will be more expensive.
- *Personal Vehicles* –
 - Mileage to and from the airport is reimbursable at the rate allowed by the IRS for "Charity Use" [[Standard mileage rates](#) | [Internal Revenue Service \(irs.gov\)](#)].
 - The AHA does not provide automobile collision coverage for volunteers using their own vehicle.
 - Mileage should not exceed the cost of air travel.
 - Airport parking is reimbursable.

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2. Hotel Rooms:
 - o Meeting coordinators or conference managers will make volunteer hotel reservations.
 - o Always remember to cancel your reservation if plans change to avoid 'No Show' billing.
 - o The cost of a single room in a business class hotel where negotiated rates are offered is reimbursable.
 - o AHA does not use luxury hotels.
3. Daily Meal Guidelines:
 - o Breakfast \$20
 - o Lunch \$25
 - o Dinner \$40
 - o Reimbursement rates include meal, taxes and tips.
 - o **Detail itemized receipt is required.**
 - o Alcohol is not reimbursable.
 - o Participate in meals provided during meetings.
4. Purchasing Meals for Others:
 - o Only expenses incurred while discussing business-related issues are reimbursable.
 - o Business purpose, place, date, amount, names and titles of all persons attending must be documented.
 - o **Detail itemized receipt is required.**
 - o Alcohol is not reimbursable.
5. Miscellaneous Expenses:
 - o Required business expenses (e.g., telephone calls, parking fees, tolls) are reimbursable.
 - o Tips for hotel and airline baggage handling are reimbursable if reasonable in amount.
 - o Up to \$15/day is reimbursable to maintain fitness regimen if hotel does not provide complimentary access.
6. Non-Allowable Expenses:
 - o Personal items not considered business expenses are not reimbursable (e.g., movies, laundry, alcohol, personal reading material, formal wear, medicinal products, child/pet care, credit card membership fees, etc.).