

ACOG Armed Forces District Travel Expense Voucher Reimbursement Guidelines

The ACOG Armed Forces District Travel Expense Voucher (TEV) is on the ACOG website, www.acog.org. Login as an ACOG Member, click on “ACOG Districts,” then select “Armed Forces District.” Please download your own TEV for each meeting that you are sponsored to attend. Complete the upper most portion of the TEV with personal contact information that the Treasurer can use to communicate with you. Please ensure all entries on the TEV are legible and complete.

All Armed Forces District members (unless civilian or on leave) that have been sponsored to attend a meeting are required to have a letter of proffer (LOP) completed prior to travel. Please notify the AFD Treasurer when you have been sponsored to attend a meeting. The AFD Treasurer will provide you with contact information for an ACOG representative that will assist you in coordinating the letter of proffer for that meeting. Letters of proffer must be coordinated through an ACOG representative that is not a member of the AFD. This individual will fill out the LOP template which is then coordinated through your local military treatment facility (MTF). **A copy of your approved LOP must be submitted with the TEV for reimbursement.** Please note that you will seek reimbursement through your local MTF and will need to provide original receipts for all items exceeding \$50. You are also required to complete the ACOG AFD TEV and provide original receipts (copies if you have sent the originals in to your local MTF) for all items exceeding \$25. ACOG AFD travel expense vouchers must be submitted within 60 days after traveling to be eligible for reimbursement. Near the bottom portion of the TEV there is a drop down box to indicate whether the check should be made payable to the US Treasurer or to the traveler. **NOTE:** All Armed Forces District members (unless civilian or on leave) sponsored to attend meetings and traveling on a LOP will select US Treasurer, you will be reimbursed through your local MTF.

The Armed Forces District very much appreciates your efforts on behalf of your ACOG Fellows (and ACOG Junior Fellows). ACOG realizes that you are not paid for the work you do for ACOG, and that this work takes time away from your family, your practice, and your patients. ACOG strives to provide you with pleasant surroundings for your meetings, comfortable and safe lodgings, and reimbursement for most of your out-of-pocket expenses associated with your ACOG travel. As you make choices in your travel purchases for ACOG travel, please remember that all of the funds used to reimburse you come from your Fellow’s dues, which they worked very hard to produce. This document is designed to help you understand what is reimbursed.

Travel to the Meeting

Travel to the airport (two basic choices):

1. If you drive to the airport, you can submit round-trip mileage from your home or office to the airport. ACOG uses www.mapquest.com to calculate your mileage, and

uses the address that you list on the top of the TEV. The IRS rate is currently \$0.51 (USD) per mile, and is subject to revision by the IRS each January 1st. You can add tolls and ferry fees, but fuel and other costs of operating a motor vehicle are included in the \$0.51 (USD) per mile rate.

Once at the airport, ACOG will reimburse you reasonable parking charges for your car, including a reasonable tip to any shuttle van driver. With smaller airports, there is usually only one parking choice, usually right at the terminal. At larger airports there are choices. For example, at SEA, you can choose to park at the terminal for \$35/day, or park offsite at \$8 to \$13 per day. ACOG would appreciate you making economical choices, which would usually coincide with where you would park if you were paying the bill yourself. Your original receipt from the parking lot is required for reimbursement. If you choose to extend your travels beyond the meeting dates, ACOG can only reimburse you for airport parking for the days you were sponsored to attend the ACOG meeting.

If you take a taxi or other shuttle service to the airport, ACOG will reimburse you for the taxi/shuttle fare and a reasonable tip to the driver. A receipt is required for reimbursement.

Airfare: Most AFD travelers have their airfare booked through their local MTF administrative support staff via Defense Travel System (DTS). You are responsible for entering this cost on the TEV and providing an original receipt for reimbursement. ACOG will only reimburse the value of the least expensive economy/coach ticket with a minimum 14-day advance purchase. ACOG cannot reimburse any of the following: enhanced tickets (Coach-Plus, Economy-Plus, etc), additional fees for paper tickets, tickets sent to your home, tickets issued at the airport, for reserved seats, aisle seats, window seats, premium seats, priority boarding, preferred seating, any upgrades, including upgrades to business or first class. You must submit your complete receipt obtained at the time of booking that clearly shows that you purchased an economy/coach seat. Your total airfare can be listed on the TEV once on the day of your departure. You do not have to divide your fare into one-way fares to list on the TEV, unless that is how it was purchased. Your airfare is not included as part of the daily per diem limits.

Note about First Class travel: While ACOG does not reimburse First Class airfares, ACOG Armed Forces District recognizes that some Fellows/Junior Fellows may wish to purchase an upgradable fare, a first class upgrade, or simply purchase a first class ticket. If you choose to do this, you can be reimbursed for the price of the least expensive economy/coach ticket on that flight. You will need to print out the cost of the least expensive economy/coach ticket, on the same airline, same date, and same flight as you are travelling, attach it to your first class receipt, and explain in a note that although you travelled first class, you are only requesting reimbursement for the least expensive economy/coach fare. If you are an elite-level member of an airline and you purchase the least expensive economy/coach airfare and get upgraded to first class at no charge, ACOG will of course, reimburse you for your economy/coach airfare.

Baggage fees, Sky Cap fees, airport meals, airline lounge fees, in-flight meals, in-flight movies, in-flight internet fees: ACOG Armed Forces District will reimburse you for baggage fees associated with one piece of luggage for each leg of your trip. If possible, please consider carrying on your one piece of luggage at no cost. ACOG cannot reimburse for baggage fees for anyone traveling with you. Sky Caps offer curbside check-in. While allowed, please consider taking your luggage inside the terminal and saving ACOG the Sky Cap fee. Your meals purchased at the airport or in-flight are considered part of your daily per diem and are subject to the daily limits as set forth by the Defense Travel Management Office. These rates can be found by going to the General Services Administration website and selecting your destination. That link is <http://www.gsa.gov/perdiem>. In-flight and in-room internet fees are reimbursable at a maximum of \$15 per day.

You may have the option of driving to the meeting: You may drive to the meeting, and be reimbursed at the IRS rate (currently \$0.51 (USD) per mile), using the mileage calculated at www.mapquest.com, round-trip, as long as the round-trip cost does not exceed the cost of an economy/round-trip airline ticket from your home airport to the meeting. If you choose this option, please submit a printout of your trip from www.mapquest.com. The IRS rate is currently \$0.51 (USD) per mile, and is subject to revision by the IRS each January 1st. You can add tolls and ferry fees, but fuel and other costs of operating a motor vehicle are included in the \$0.51 (USD) per mile rate. Any meals you purchase during your trip are reimbursed according to the daily per diem rates. Lodging costs incurred while traveling to or from your departure airport or when driving to a meeting are not reimbursable. The same goes for flying your own plane to the meeting (you will be reimbursed the cost of a coach/economy ticket {print it out}, as above).

Ferry fares, bridge tolls, toll-road charges: are reimbursable if necessary to get you from your home to the meeting. Please submit receipts, and list under miscellaneous on the TEV.

Local Transportation: In general, ACOG does not reimburse for rental cars. ACOG does cover reasonable fares to get from the arrival airport to the meeting hotel/resort and back. These fares might include taxi fares, bus fares, light rail fares or town car/limousine fares, including a reasonable tip, all requiring a receipt. When necessary, ACOG may reimburse the cost of a rental car, but this will be on a meeting-to-meeting basis and requires the approval of the Chair/Vice-Chair, or Treasurer. In the past, when ACOG Armed Forces District has reimbursed the cost of a rental car, we have covered only the first and last days of the meeting (total of two days), limited to an intermediate-size car or smaller, and have not covered any insurance, or add-ons, including GPS, satellite radio, car seats or ski racks. Rental car insurance is expensive, and may double the cost of the rental. Your own car insurance or credit card may cover rental car insurance; it is best to determine this before you depart. Refer to the Treasurer's Letter for the specific ACOG meeting for the local transportation policy for that meeting.

Once you have arrived at the meeting (the lower part of the TEV):

For each major meeting, you will receive a Treasurer's Letter in advance specifying in which hotel/resort you should book your room, the approved rate/room category, how many nights are covered, if the hotel/resort allows Armed Forces members to complete the tax exempt form, which meals are provided in conjunction with the meeting, whether a rental car will be covered, and a maximum per diem rate.

Meals: ACOG Armed Forces District abides by the Federal Travel Regulations for member travel. Therefore AFD members will receive daily per diem allowances according to the Defense Travel Management Office. These rates can be found by going to the General Services Administration website and selecting your destination. That link is <http://www.gsa.gov/perdiem>. You will not be reimbursed separately for meal costs associated with attending a meeting. Please note that travel days are reimbursed at 75% of the maximum allowable daily per diem rate for your destination location.

Lodging: ACOG has reserved (and guaranteed) rooms at a particular hotel/resort for each meeting. You are expected to stay at that hotel/resort. Please provide this information to the individual that makes your travel and lodging reservations for you. It is not unusual for the daily hotel/resort costs to exceed the maximum allowable lodging costs according to the General Services Administration (GSA) website. Therefore you will be reimbursed for actual hotel/resort costs and not according to the GSA website. **For those states that are tax exempt you will not be reimbursed for room tax unless the hotel does not honor the government's tax exempt status in that state.** Please provide the hotel/resort with a copy of your orders and show your government ID and request to complete the tax exemption form. A list of those states that allow government personnel traveling on official business to enact the tax exempt status can be found by going to the following website <http://www.gsa.gov/portal/content/103049>. Refer to the Treasurer's Letter for the specific ACOG meeting you are planning to attend for more specific lodging details. You must submit an *original* hotel bill, containing a "zero balance" for reimbursement. If you shared a room with another ACOG member traveling on ACOG business, you both need to check out together, pay with separate credit cards, and only submit your portion of the room charges. This division of expenses needs to be clear on the receipt.

You will be given a website, web link, or direct telephone line to the hotel/resort to make reservations. Please give this information to the individual making your travel arrangements. ACOG can only reimburse you for your room if you used our link to the hotel/resort. ACOG is subject to attrition costs from the hotel if we do not meet our room guarantee. ACOG will negotiate rates for one or more room categories at the hotel. ACOG typically sets the maximum daily reimbursement limit at a rate to cover the least expensive negotiated rate, including any resort fees and taxes, portage and taxes, housekeeping fees and taxes, meals and incidentals. There may be a limit on the number of rooms in each category, and these rooms may fill before everyone has made their decision to attend the meeting. Please consider booking as soon as the hotel information with link becomes available. You can choose a higher category of room, but your reimbursement cannot exceed the maximum defined prior to the meeting. ACOG will

not cover dry cleaning costs, pressing, laundry, shoe shine, spa treatments, massage, haircuts, nail treatments, etc. Junior Fellows and medical students are always expected to share a room with another JF or medical student where a same-sex roommate is available.

Incidentals: This category includes daily internet service (max of \$15 per day), local taxi fares with reasonable tip when leaving and returning to the hotel, hotel parking and taxes. Each item listed in incidentals exceeding \$25 must be accompanied by a receipt. Other items of a personal nature, including greens fees, tennis fees, and other entertainment including nightclubs, shows and gambling, as well as gift shop items are not reimbursable.

Attending the Meeting: to be considered for any reimbursement, you must attend all sessions of the meeting you are being sponsored to attend. If you anticipate the need to arrive at the meeting late, or depart early, please clear this with the Chair of ACOG Armed Forces District prior to the meeting.

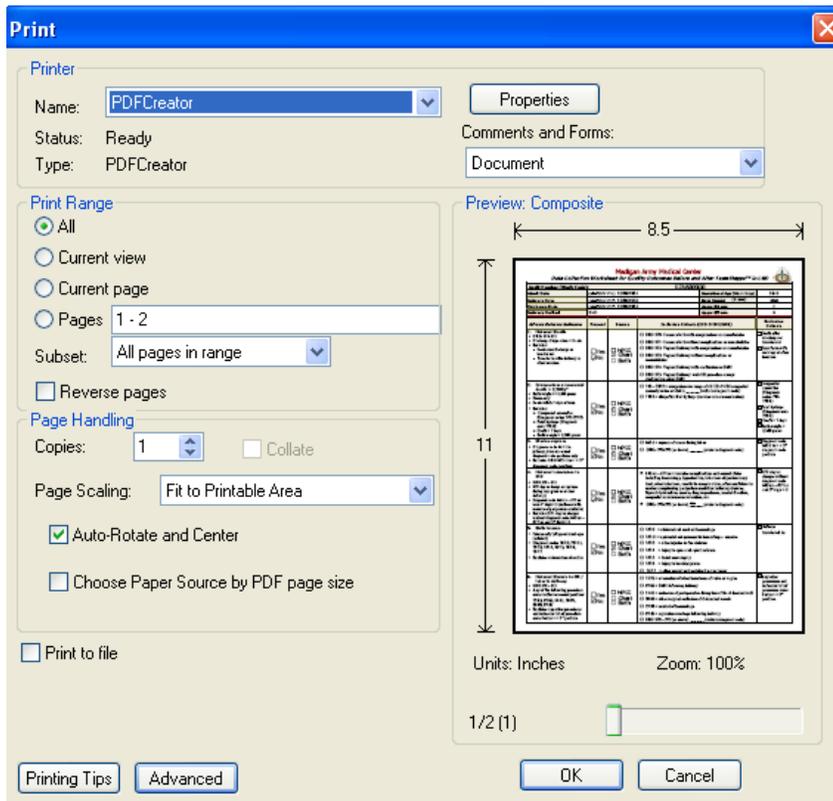
Sign and Date your TEV: ACOG cannot process your TEV without all *original* receipts (copies if you have sent the originals in to your local MTF) and your signature and date on the bottom of the form. Send your reimbursement materials to the ACOG Armed Forces District Treasurer at the address noted on top of the TEV. The Treasurer reviews, edits and approves the material, attaches the appropriate accounting code, and forwards the material to the ACOG Financial Service Center in Washington, DC. The ACOG FSC cuts checks twice a week. If you or your MTF have not received the US Treasurer reimbursement check within 30 days of postmarking your completed TEV to the Armed Forces District Treasurer, please contact the Treasurer. Please keep a copy of your TEV and all receipts until you or your MTF have received the reimbursement check. The Treasurer only keeps a copy of the face of the TEV, not the receipts. If the TEV and receipts are lost in the mail, you will need to generate another copy for reimbursement.

Deadline for reimbursement: Your envelope with your complete, signed and dated TEV with all supporting receipts and approved letter of proffer must be postmarked within 60 days from the last day of the meeting to be considered for reimbursement by ACOG.

Instructions for saving the electronic TEV: Please keep a copy of your TEV and all receipts until you or your MTF have received the reimbursement check.

To save an electronic copy of your TEV:

1. Select file from the tool bar then print from the tool bar (you are not actually “printing” the TEV, this is how you save this file to My *Documents*)
2. Change the printer to PDFCreator (See graphic below-It is near the end of the list of available printers)



- Note: it will save the TEV file to **My Documents** in the format of year/mo/day/ticket number OR open it on your screen (ck at the bottom).
- If it does not open, go to **My Documents** to find the file. You can rename the file and save in a location that is convenient for you.