THE AMERICAN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS
DISTRICT VI

DENISE M. ELSER, MD
TREASURER

IL UROGYNECOLOGY LTD, 5716 W 95TH ST., OAK LAWN, IL 60453
ADDRESS

TRAVEL EXPENSE VOUCHER

THIS FORM IS TO BE USED FOR CLAIMING REIMBURSEMENT OF ALL EXPENSES INCURRED BY ANY PERSON TRAVELING ON BUSINESS. A SUMMARY OF TRAVEL REIMBURSEMENT POLICIES IS PRINTED ON THE REVERSE SIDE OF THIS FORM. PLEASE RETURN THIS FORM TO YOUR SECTION OR DISTRICT CHAIR OR TREASURER ALONG WITH ALL ***ORIGINAL*** AIR OR RAIL TICKET STUBS, TAXI RECEIPTS, HOTEL BILLS AND OTHER RECEIPTS FOR $25 OR MORE.

IN ADDITION TO INDICATING DOLLAR AMOUNTS TO BE REIMBURSED,
THE BOXED AREA BELOW MUST BE COMPLETED BEFORE WE CAN PROCESS YOUR REQUEST.

NAME:	TELEPHONE NUMBER:
ADDRESS:	EMAIL ADDRESS:
CITY, STATE, ZIP CODE:	
REASON FOR TRAVEL:	

DATE								
DAY								
TRANSPORTATION (INCLUDING TIP):								**LINE TOTALS**
AIRFAIR								
TAXIS / PARKING								
OTHER (MILEAGE, TOLLS, ETC.)								
MEALS (INCLUDING TIP):								
BREAKFAST								
LUNCH								
DINNER								
LODGING								
MISCELLANEOUS: (ITEMIZE SEPARATELY IF OVER $25, RECEIPTS ALSO NEEDED								
COLUMN TOTALS								

IF TRAVEL WAS PLANNED IN CORRELATION WITH ANOTHER TRIP, PLEASE DESIGNATE DIVISION OF EXPENSES:

_____

IF ANY PART OF THE EXPENSES WERE REIMBURSED BY ANOTHER ORGANIZATION, PLEASE INDICATE ONLY THE ACOG SHARE OF EXPENSES IN THE VOUCHER STATEMENT ABOVE.

TRAVELER SIGNATURE

DATE_____ SIGNED_____

DISTRICT TREASURER OR CHAIR APPROVAL:

APPROVED_____ DATE_____ ACCT#

COST CENTER		PROGRAM		ACCOUNT	

GUIDELINES FOR CLAIMING REIMBURSEMENT OF EXPENSES INCURRED ON BEHALF OF ACOG

Travel expenses will be reimbursed, consistent with Executive Board policies. Expenses must be reasonable and adequately documented so as to satisfy the College's auditors and Internal Revenue Service (IRS) regulations. Receipts are required for all items $25 or more. These receipts must be submitted with your expense report to qualify for reimbursement. **Expense reports must be submitted within 60 days after traveling to be eligible for reimbursement.**

Reimbursement policies for individual Districts/Sections may be stricter than the policies stated. Please contact the District/Section Treasurer with questions.

ACOG staff is responsible for questioning expenses which appear excessive or are unsubstantiated. Reasonable and documented expenses in the following categories will be reimbursed without question:

A. Travel (Air and rail travel arrangements may be booked through the College travel agent by calling (202) 554-3600.)

1. Necessary air and rail fare not to exceed coach class for trips within College boundaries and business class for trips outside College boundaries. Maximum airfare reimbursement is the least expensive unrestricted fare (normally 14-day advance purchase). Travelers are encouraged to use a Supersaver fare. Upgrades are not eligible for reimbursement.

2. Personal automobile travel at the rate currently allowed by the IRS, not to exceed air or rail fare when this is available. As of January 1, 2011, the IRS allowed mileage rate is fifty one cents ($.51) per mile. If more than one person travels on business in the same automobile, only one person may claim reimbursement for such transportation expense.

3. Necessary car rental expenses.

4. Necessary cab, shuttle, bus, and subway transportation.

B. Housing and Meals

1. Reasonable, comfortable accommodations.

2. Meals and meal tips, if not included in conference expenses or other charges billed to and paid by the College.

3. Reasonable charges for meals and entertainment of others, when these charges are part of an assignment or in the best interest of the College. Expenses of this kind should be described, including business purpose and persons attending, as required by IRS regulations.

C. Other Expenses

1. Tips (Apart from tips included in meal costs).

2. Phone calls up to a maximum of $25.00 per day.

3. One in-room movie per day during hotel stay.

4. Health club charges up to a maximum of $25.00 per day.

5. Other miscellaneous expenses must be listed and fully described. Personal expenses, e.g., clothing and souvenirs will not be reimbursed.

D. Traveling with Family Members

The expenses incurred by a spouse or family member are not reimbursable. An individual whose expenses are reimbursable should only claim reimbursement for his/her own business travel, the single room rate charge at the hotel where he/she stays, and his/her own meals, when accompanied by other family members.

E. Gap and Add-On Travel

1. Gap travel is defined as travel, food, lodging and incidentals (FLI) for days between ACOG meetings or other travel on ACOG's behalf when the individual chooses to stay at one of the locations or somewhere in between, rather than returning home between meetings.

   If deemed the most economical option for ACOG, gap travel will be reimbursed up to the daily FLI rate stated in the current year's budget, upon the submission of documented expenditures. ACOG will not pay additional transportation costs for routing other than that required by official ACOG business.

   Gap travel must be documented in ACOG official financial records to preclude any interpretation that the gap travel results in taxable income to the individual involved.

2. Add-on travel is travel either before or after meetings of the College at the sole discretion of the individual traveling. All add-on expenses, additional transportation costs to destinations other than home, food, lodging, and incidentals, are the responsibility of the individual traveling.

F. Insurance

A $250,000 travel accident policy (with reduced benefits payable for those age 70 or older) covering all ACOG representatives traveling on official business from the time they leave their homes or offices, whichever is later, up to the time they return to their homes or offices, whichever is earlier, is provided by the national office at its expense.