THE AMERICAN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS
DISTRICT VIII

TERSH MCCRACKEN, MD 2914 Glenwood Lane Billings, MT 59102

TREASURER NAME **ADDRESS**

TREASURER'S EMAIL: tershm@gmail.com

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. ***REIMBURSEMENT FOR EXPENSES $25 OR MORE MUST BE SUPPORTED BY RECEIPTS.***

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

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

DATE								
DAY								
TRANSPORTATION (INCLUDING TIP):								**LINE TOTALS**
FARE (AIR OR TRAIN)								
TAXIS								
OTHER (MILEAGE, TOLLS, ETC.)								
MEALS (INCLUDING TIP):								
BREAKFAST								
LUNCH								
DINNER								
LODGING								
MISCELLANEOUS: (ITEMIZE SEPARATELY IF OVER $50)								
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.

DATE_____ SIGNED_____

SECTION OR DISTRICT CHAIR OR TREASURER APPROVAL:

APPROVED_____ DATE_____ ACCT#

COST CENTER		PROGRAM		ACCOUNT	

Guidelines for Claiming Reimbursement of Business Travel Expenses Incurred on Behalf of District VIII
Revised December 21, 2012

Fellows and JFs claiming reimbursement for business travel expenses are obligated to participate fully in the programs for which they are to be reimbursed. Expenses must be reasonable and adequately documented so as to satisfy the College's auditors and Internal Revenue Service (IRS) regulations. **Reimbursement over $25 must be supported by receipts that are submitted with the expense voucher.** Expense reports must be submitted within 30 days after traveling to be eligible for reimbursement.

REIMBURSABLE BUSINESS TRAVEL EXPENSES

A. Travel by Fellows and JFs

1. Necessary air and rail fare not to exceed coach class. Maximum airfare reimbursement is the supersaver airfare (normally 14-day advance purchase). The cost to upgrade a ticket is not eligible for reimbursement even though it may result in a ticket being less than an unrestricted fare.
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 2012, the IRS mileage rate is $.565 per mile.
3. Necessary cab, shuttle, bus transportation.
4. Rental cars will be reimbursed for the first and last days of the meetings and other days in which necessary transportation is not available.

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 District.

C. Other Expenses

1. Tips (Apart from tips included in meal cost).
2. Other miscellaneous expenses must be listed and fully described. Personal expenses 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.

DISTRICT VIII MEETINGS

Note: For meetings held in the Washington, DC area, attendees will be reimbursed $350 per day.

1. Annual JF College Advisory Council:

JF District Vice Chair will be reimbursed supersaver airfare (See A1 above) plus business travel expenses. JF District Chair will be reimbursed by the College.

2. Interim Meeting:

Fellow Section Chairs and Vice Chairs, JF District Chair and Vice Chair and invited guests will be reimbursed supersaver airfare (See A1 above) and all reasonable and necessary business travel expenses not to exceed $300 per day for three or four days depending on the length of the meeting, unless otherwise authorized by the District Executive Committee. JF District Immediate Past Chair and Secretary/Treasurer and JF Section Chairs and Vice Chairs will be reimbursed coach airfare (See A1 above) and all reasonable and necessary business travel expenses not to exceed $300 per day for two days, unless otherwise authorized by the District Executive Committee. JFs are encouraged to room-share when appropriate.

3. Congressional Leadership Conference:

District VIII will reimburse two selected JFs from the District and one Fellow or JF from each Section for supersaver airfare (See A1 above) and all reasonable and necessary business travel expenses not to exceed $1050 for three days, unless otherwise authorized by the District Executive Committee.

4. National Annual Clinical Meeting (when a District Advisory Council Meeting is held in conjunction with ACM):

Fellow Section Chairs and invited guests will be reimbursed supersaver airfare (See A1 above) and all reasonable and necessary business travel expenses not to exceed $300 per day for three days, unless otherwise authorized by the District Executive Committee. Fellow Section Vice Chairs are not reimbursed unless representing the Section Chair.

5. National Annual Clinical Meeting (JFs):

JF District Vice Chair will be reimbursed supersaver airfare (See A1 above) and all reasonable and necessary business travel expenses not to exceed $300 per day for six days, reflecting his/her many and varied duties at the meeting. The College will reimburse JF District Chair. JFs from District VIII presenting at "Stump the Professors" will be reimbursed supersaver airfare (See A1 above) and all reasonable and necessary business travel expenses not to exceed $300 per day for two days.

6. Section Officer Orientation:

District VIII will reimburse first time Fellow Section Vice Chairs and Section Chairs that have not previously attended for supersaver airfare (See A1 above) and all reasonable and necessary business travel expenses not to exceed $350 per day for up to three days, unless otherwise authorized by the District Executive Committee.

7. ACOG's Future Leaders in Ob-Gyn Conference (JFs/Young Fellows):

District VIII will reimburse supersaver airfare (See A1 above). The College will reimburse housing and other expenses.

8. Annual District Meeting:

Fellow Section Chairs and Vice Chairs, JF District Chair and Vice Chair, and invited guests will be reimbursed supersaver airfare (See A1 above) and all reasonable and necessary business travel expenses not to exceed $300 per day for three days, unless otherwise authorized by the District Executive Committee. JF District Immediate Past Chair and Secretary/Treasurer, and JF Section Chairs and Vice Chairs will be reimbursed supersaver airfare (See A1 above) and all reasonable and necessary business travel expenses not to exceed $300 per day unless otherwise authorized by the District Executive Committee. Junior Fellow District Immediate Past Chair and Secretary/Treasurer, and Junior Fellow Section Chairs and Vice Chairs will be reimbursed supersaver airfare (See A1 above) and all reasonable and necessary business travel expenses not to exceed $300 per day for two days, unless otherwise authorized by the District Executive Committee. Junior Fellows are encouraged to room-share when appropriate. **To be eligible for reimbursement, you must attend the Advisory Council Meeting if you are a Fellow, or JF Advisory Council meeting if you are a JF.**