



AMERICAN
COLLEGE *of*
CARDIOLOGY[®]

*Member
Travel Policy and Procedures*

MEMBER TRAVEL POLICY AND PRODECURES

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I. BACKGROUND

Introduction

The purpose of this Member Travel Policy and Procedures (the “Policy”) is to (1) provide members who travel on behalf of the American College of Cardiology or American College of Cardiology Foundation (hereinafter referred to as “ACC” or “College”) with guidance for booking travel and hotel arrangements; (2) outline the allowable expenses for ACC business travel; and (3) and set forth the process for requesting reimbursement for travel expenses.

This Policy covers travel activities for members who travel for or on behalf of the College for business, including but not limited to, committee meetings, educational programs or conferences, editorial meetings, and work group meetings. **The College does not reimburse travel to attend meetings and events that are held during or in conjunction with ACC’s or AHA’s Annual Scientific Sessions.**

The Policy is intended to provide general guidelines. Some committees may have additional rules, restrictions, and travel guidelines, which will supersede this Policy. The College Staff Liaison will notify travelers if other applicable policies, restrictions, or guidelines exist for a meeting or for the general function of a given committee. For purposes of this Policy, “committee” shall refer to committees, councils, work groups, task forces, peer review and other ad hoc bodies that are established to carry out the mission and purposes of the College.

Travel Company Contact Information

Members should contact the following for assistance with booking travel:

Direct Travel

1101 King Street, Alexandria, VA 22314
T:(202) 496-9304 / Toll free: **(866) 451-6432**
Hours: **Weekdays 8:30am – 7:00pm ET**

Direct Travel En Route Reservation Changes/Emergency

Travelers may use Direct Travel’s 24-hour, toll-free Direct24 After Hours Emergency Service by calling (866) 451-6432 or direct at (202) 496-9304 for itinerary changes on the road or after normal business hours **ONLY**. When prompted, press zero (“0”) and you will immediately be identified as an ACC Traveler.

The emergency after hours service access code is **S1TFR**. This number appears on the itinerary accompanying each ticket that has been issued by Direct Travel.

Any changes to booked travel itineraries will be made through Direct Travel. Members simply need to contact the Direct Travel offices using the information above.

Members also have access to Direct Travel emergency services, which includes medical consultation evaluation, and referral, hospital admission guarantee, prescription transfer and replacement, as well as other emergency services.

ACC Staff Liaisons

All travel reservation and travel-related expense reimbursement questions should be referred to the appropriate ACC Staff Liaison.

Questions Regarding Policy

Julie Cooney, Senior Director, Meetings, Events & Travel Management
202-375-6663 or jcooney@acc.org

II. TRAVEL POLICY AND PROCEDURES

Booking Travel

Members must obtain an approved travel authorization number (TA#) from their respective ACC Staff Liaison contact at least 21 days prior to the travel date. Please reference the TA# in all expenditures associated with the travel. A travel authorized number (TA#) is required when booking your travel through Direct Travel.

Reservation Procedures

Members traveling for official ACC business, may book airfare and rail through the College's official travel company, **Direct Travel**. Airfare and rail reservations secured through Direct Travel will be charged directly to the College.

To ensure that the College obtains the optimal airfare price, members should make reservations at least 21 days in advance of departure to take advantage of the advance purchase discounts.

Reimbursement for air travel booked outside of Direct Travel will be based upon the Direct Travel quoted coach airfare for a ticket purchased 21 days in advance.

A. AIR & RAIL TRAVEL

CLASS OF SERVICE

Domestic Travel

Members traveling to/from/within the U.S., Hawaii, Alaska, Canada, Mexico & the Caribbean, are not eligible for Business Class travel. The College will only cover Coach Class travel.

The College will cover Premium seats on the lowest available Coach Class fare only if total flying time (not including layovers) is more than 4 hours. Requests for upgradeable fares should be sent to the ACC Staff Liaison for ACC's prior written approval.

International Travel

Members traveling to/from North America to international destinations are eligible for Business Class travel. However, ACC will only cover Coach Class travel for intracontinental travel (e.g., within Europe or Asia). ACC will cover Business Class travel only if total flying time (not including layovers) for intracontinental travel is more than 9 hours.

Lowest Available Fare/Maximum Travel Allotment

All airline or rail tickets must be booked at the lowest available airfare. **The fare should not exceed \$600 roundtrip for domestic or \$1,500 roundtrip for international travel.**

The following criteria will be utilized to determine lowest available airfare:

- The flight's departure or arrival time is within 2 hours before the requested departure or arrival time.
- One stop or connecting flights must be booked if savings of \$200 or more can be achieved.
- Travelers may not specify a preferred carrier **IF a significantly lower cost fare is available.**

Exceeding policy limits requires ACC approval.

Upgrades for Air or Rail Travel

The College will not reimburse members for travel upgrades. Upgrades can only be made at the member's expense.

Discounted Fares

The following types of low fare alternatives will be considered in determining the lowest air or rail fare: specially negotiated fares, non-refundable fares, penalty fares, advance purchase fares, connecting and one-stop flights/trains, off-peak flights/trains, alternate airports or rail stations, promotional/bulk fares, consolidator tickets, lower cost non-preferred carriers.

Preferred Airlines/Corporate Rewards Programs

The College has negotiated special rates/benefits with certain airlines. These carriers are United Airlines, American Airlines, and Delta Airlines. Travelers should use these preferred carriers whenever possible as it affects future negotiated benefits with these carriers.

Members participating in travel reward programs must not influence flight selection which would result in incremental cost to the College beyond the lowest available airfare, as defined in this Policy.

Note: ACC will not divert from this Policy in consideration of a member's preferred carrier reward program benefits when booking travel.

Baggage Fees

Baggage fees will be reimbursed.

Rebooking /Change Fees

Rebooking or change fees are at the expense of the individual traveler unless the change is related to an ACC business modification (e.g., date of a meeting is moved by ACC). Members should notify the ACC Staff Liaison that the reservation has been changed. Additional changes to travel reservations require ACC's prior written approval in order for the College to pay or reimburse for additional service charges and/or cost of air or rail fare.

Lost or Excess Baggage

The ultimate responsibility for retrieving and compensating for lost baggage lies with the airlines. The College will not reimburse travelers for personal items lost while traveling on ACC business.

Measures that can be taken to minimize baggage losses include, but are not limited to:

- Always carry valuables (e.g., jewelry, laptop computers, cameras, etc.) on board the aircraft.
- Always carry important and/or confidential documents on board the aircraft.
- Clearly tag luggage with name, address, and phone number.
- Retain baggage claim receipts for checked-in luggage.
- Purchase luggage insurance. (Costs vary and are the responsibility of the traveler.)

Follow these procedures if your bags are lost en route:

- Obtain a lost luggage report form from an airline representative in the baggage claim area.
- Itemize the contents of your bag, including receipts wherever possible.
- Include a copy of your airline or rail ticket and baggage claim stubs.
- Keep a copy of the report, airline or rail ticket and claim stubs.
- Inquire about reimbursement.

Members will be reimbursed for baggage charges only in the following circumstances:

- When traveling with heavy or bulky materials or equipment necessary for business.
- When the airline or rail carrier imposes a baggage fee for checked luggage.
- The excess baggage consists of company records or property.

Overnight Delays

Should an airline or railway delay necessitate an overnight stay, the traveler should first attempt to secure complimentary lodging from the airline. If this is not possible, the College will reimburse the traveler for the hotel if the airline or rail carrier required an overnight stay.

Cancellations

If you need to cancel your travel reservations, you **MUST** contact Direct Travel prior to the first flight or train departure of your trip to retain any value of your ticket to apply towards future travel. To cancel a reservation, **contact Direct Travel at (866) 451-6432**. When outside of business hours, travelers can cancel directly with the airline or rail carrier and notify Direct Travel via email that they have done so.

Unused/Voided Airline or Railway Tickets

Unused airline or rail tickets or flight or rail coupons must never be discarded or destroyed as these documents may have monetary value. To expedite refunds, unused or partially used airline or rail tickets must be returned immediately to the travel department/local agency office that issued the ticket. As each airline or railway carrier has different rules, it is important to determine if the ticket expires one year from date of issue or date of travel. This information can be obtained from Direct Travel Management.

Please contact **the Direct Travel consultant team (866) 451-6432** if you need assistance.

Ticket refunds will automatically be processed by Direct Travel once notified of the cancellation. Unused non-refundable ticket information will be stored in the traveler's profile for future reference.

Lost or Stolen Air or Rail Tickets

Immediately upon discovery of a lost/stolen ticket, the traveler must report the loss to **the Direct Travel consultant team (866) 451-6432** who will file the lost ticket application. If you are at the airport or train station you should fill out a lost ticket application at the airline or railway ticket counter.

The traveler is responsible for the value of lost tickets. The College will not absorb the cost of a lost ticket, including fees charged by the airlines or rail carrier for processing the lost ticket application.

Travelers using an electronic ticket do not need to worry about lost or stolen tickets.

VAT Reclaim

Value Added Taxes may be "reclaimed" for certain business expenses incurred overseas, particularly in Europe and Canada. The College submits applications for VAT refunds. In addition to the standard receipts required for expense reports, international travelers must save original receipts for the following business expenses: lodging, entertainment, gasoline, meals, car rentals, rail travel, conferences, trade shows, and training courses. Hard copy of all original receipts must be submitted to Finance within 14 days upon return with the traveler's expense report. Only original, itemized receipts are acceptable for VAT reclaim purposes. Charge/credit card receipts are not acceptable.

Submit these receipts to **Allison Wei** in Finance at awei@acc.org for VAT reclaim purposes or call (202) 375-6228 for questions

B. PERSONAL AND RENTAL CARS

Personal Car - Mileage

Personal automobile usage for ACC business purposes will be reimbursed at the **approved IRS mileage rate for 2022, which is 58.5 cents per mile**, not to exceed the Direct Travel quoted coach airfare 21 days prior to travel date.

Rental Car Guidelines

Travelers may rent a car at their destination when it is less expensive than other transportation modes such as taxis, rideshares (e.g., Uber, Lyft), airport limousines, and airport shuttles. Travelers should book the lowest cost/best value rental car company through Direct Travel Management.

Preferred Rental Car Suppliers

On the College's behalf, Direct Travel Management has negotiated special rates/benefits with certain rental car suppliers. These suppliers are **National, Enterprise, Budget, and Alamo**. Travelers should use these preferred suppliers' rental cars unless it is not an available option as it affects future negotiated benefits with these suppliers.

Rental Car Categories

When picking up a rental car, travelers should check with the rental car agent for any promotional rates, last-minute specials, or free upgrades. At the time of rental, the car should be inspected, and any damage found should be noted on the contract before the vehicle is accepted.

Rental Car Cancellation Procedures

Travelers are responsible for canceling rental car reservations and must contact the rental car company if the booking was made directly with the supplier. Travelers should request and record the cancellation number in case of billing disputes.

Returning Rental Cars

Every reasonable effort must be made to return the rental car to the original rental city (unless approved for a one-way rental), intact (i.e., no bumps, scratches, or mechanical failures), on time to avoid additional hourly charges, and with a full tank of gas.

Rental Car Payment Procedures

Unless otherwise instructed, rental cars must be paid using traveler's personal charge/credit card.

Rental Car Insurance – Domestic & International

ACC has two automobile policies that respond to instances of rental car. One that covers domestic rentals (e.g., fly into Las Vegas and rent a car for a conference), and the other covers international car rentals (e.g., fly into Hamburg, Germany and rent a car for a conference). Please contact the ACC Travel Manager for questions about insurance requirements or any issues when renting or using a personal vehicle for ACC business.

Domestic (includes Canada and Puerto Rico):

1. Hired Auto Coverage. ACC's hired auto policy coverage includes liability and physical damage for rental cars that are used in the course of doing ACC business. Therefore, an employee/contractor renting a car in the course of doing ACC business does not need to separately purchase insurance from the rental car company.
2. Non-Owned Auto: If an employee/contractor uses the employee's/contractor's personal vehicle for ACC business purposes, then the employee's/contractor's personal auto liability coverage is primary and ACC's auto liability coverage is secondary. This means that the employer's/contractor's personal auto policy pays first for any damage to a third party, and then ACC's policy pays any excess, if applicable. For physical damage, the employee's/contractor's personal auto policy is the sole coverage; ACC's policy does not cover physical damage to an employee's/contractor's personal vehicle.

International:

ACC's international hired and non-owned auto insurance only covers U.S. and Canadian members. Some countries require local insurance coverage. Please contact the ACC Travel Manager for questions about when to obtain rental car coverage when traveling internationally.

Rental Car Accidents

Should a rental car accident occur, travelers should immediately contact the rental car company, local authorities (as required), and **Maria Thomas, Controller** at (202) 375-6646 (ext. 6646) or mthomas@acc.org, or **Pamela Reed** at (202) 375-6647 (ext. 6647) or preed@acc.org.

Rental Car Club Memberships

Travelers may participate in rental car club membership programs that are free of charge or at their own expense.

C. PERSONAL TRAVEL

Combining Personal with Business Travel

ACC will only pay or reimburse members for travel expenses directly to and from the business travel destination. If members desire to combine personal with business travel, then ACC will only pay or reimburse for the lowest round-trip fare for the business travel portion, and the traveler is responsible for the difference of the personal travel portion of the fare.

Use of Company-Negotiated Hotel and Rental Car Rates for Personal Travel

Company-negotiated hotel and rental car rates must NOT be used for strictly personal travel. Members may use the negotiated rates for personal travel occurring immediately before or after an ACC business trip. Members must settle all expenses for their personal travel separate from the College billings.

Miscellaneous Personal Expenses

ACC **WILL NOT** pay for expenses associated with personal travel, including but not limited to sightseeing, excursions, bus tours, meals, and souvenirs.

Personal Travel Expense Procedures

Personal travel expenses must NOT be combined with business travel expenses under any circumstances. The College's funds must NOT be used to pay for any personal travel. Airfare and rail booked through Direct Travel for personal travel must be purchased using the member's personal credit card.

If a guest is accompanying a member on ACC business, all expenses for the guest are considered personal. ACC WILL NOT pay for airfare, rail, or other transportation costs, meals, or increased room charges to accommodate guests.

D. TRAVEL INSURANCE

ACC has secured business travel accident insurance coverage through Federal Insurance Company. For questions about this coverage, please contact Maria Thomas, Controller, at mthomas@acc.org.

In addition, the College has procured International SOS for frequent travelers and instances where risk levels warrant such services. International SOS provides the following assistance: medical assistance, evacuation assistance, crisis center assistance (for emergency security assistance), legal referrals, emergency message transmission, emergency translation and interpreter service, and assistance with recovery of lost travel documents.

Additional Travel Insurance Purchased by Travelers

Expenses for additional travel insurance coverage **WILL NOT** be reimbursed by ACC.

E. PROCEDURES FOR INTERNATIONAL TRAVEL

ACC strives to ensure the safety and security of members who travel on ACC business, including those who travel abroad. The decision to travel internationally on behalf of the College is at the discretion of each member. The College has adopted the following procedures to mitigate the risks associated with international travel.

Prior to Travel

1. Any member traveling internationally for College business must provide a copy of their passport to the designated ACC Staff Liaison.
2. The ACC Staff Liaison will evaluate any travel advisories and will alert the traveler of any known advisories and the location of the nearest United States (U.S.) Embassy.
 - a. International Travel Advisories: Except as otherwise set forth in subsection (b) below, ACC members shall not travel on behalf of ACC to countries for which the U.S. Department of State has issued a Level 3 (Reconsider Travel) or Level 4 (Do Not Travel) travel advisory. ACC members shall also not travel on behalf of the College to regions of countries for which the U.S. Department of State has issued a “do not travel to” advisory, regardless of the level of travel advisory issued for the country. Information on travel advisories is available on the U.S. Department of State website at: www.state.gov.
 - b. Exceptions: Exceptions may be made to the policy on travel advisories set forth in Section 2(a) above only in special circumstances and only in the case of travel to a country for which the U.S. Department of State has issued a Level 3 (Reconsider Travel) travel advisory. No exceptions shall be made for travel to a country for which the U.S. Department of State has issued a Level 4 (Do Not Travel) travel advisory. Such special circumstances may include an ongoing business relationship which requires travel to the country. Such exceptions shall be made after the member is informed that the country to which he/she may travel is a country under a Level 3 travel advisory. The member has sole discretion to decline travel to Level 3 countries. If the member wishes to proceed with travel despite being informed of the travel advisory in effect, then the member may travel only upon the review and approval of the College’s President and CEO.
3. All travelers must register with the Smart Traveler Enrollment Program (STEP) available at the following website: <https://step.state.gov/step/>.
4. All travelers should review the U.S. Department of State guidance titled “Traveler’s Checklist” at <https://travel.state.gov/content/passports/en/go/checklist.html> and any U.S. [Department of State Travel Advisories and Warnings](#).
5. All travelers should review the recommended vaccines and medicines per the Centers for Disease Control and Prevention (“CDC”) destination guidelines currently available at <http://wwwnc.cdc.gov/travel/destinations/list>. Travelers are strongly urged to comply with these recommendations in consultation with their medical professional.
6. All travelers should ensure that the traveler has a cellphone and international calling plan that will function in the country of travel.

F. EXPENSES ALLOWABLE FOR REIMBURSEMENT

Lodging

The standard single rate hotel room charge will be included on the College’s master account when possible and will be paid directly by the College. All other room costs will be charged directly to the traveler’s personal credit card. Members are eligible for hotel reimbursement by the College for the evening prior to the meeting and the evening of the meeting if the meeting ends after 3:00 p.m. local time. 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 the College, reimbursement will be up to the preferred ACC standard single hotel room rate at the hotel provided by the College.

Meals and Beverages

Members will be reimbursed for the cost of meals on meeting days only when the College does not provide meals.

Reimbursement for meals are allowable for dinner the evening prior to the official meeting day through lunch following the closing day of the meeting **if** the member is traveling on the day after the meeting ends.

Meals will be reimbursed for actual and documented meal expenses (i.e., with proper and original receipts) up to the **maximum daily allowance of \$105** (*excluding up to 20% gratuity*), as listed below:

- \$20.00 Breakfast
- \$25.00 Lunch
- \$60.00 Dinner

On-site / Other Transportation

The College encourages travelers to use discount airport shuttles or, if possible, to share cabs or rideshares with other meeting participants. However, if this is not possible, taxi and rideshare costs will be reimbursed. Additional local transportation (excluding transportation to/from the airport), such as public transportation, taxis, and parking fees, will be reimbursed up to \$20 per day.

Prior written approval must be obtained from ACC to receive reimbursement for automobile rental unless it is an emergency situation (i.e., flight cancelled). In an emergency, the member will be reimbursed without prior approval.

Reimbursable Expenses

Members will be reimbursed for the following expenses:

- Reimbursement for laundry/dry cleaning/suit pressing charges is allowable for trips longer than five (5) full days of travel.
- Reimbursement will be provided for either one hotel in-room movie OR one hotel health club fee per day.
- Refer to **Attachment I** for a complete listing of reimbursable expenses.

Non-Reimbursable Expenses

Members will NOT be reimbursed for the following expenses:

- Entertainment, other than official College sponsored.
- Expenses of family members or personal guests.
- Other personal expenses not related to College business, (e.g., barber and beauty salon, gift shop, flower shop, spa, golf, etc.)
- Refer to **Attachment I** for a complete listing of non-reimbursable expenses.

Receipts

The following receipts are acceptable: original receipt completed by the vendor and customer's copy of charge/credit card slip.

Receipts are required for all expenditures more than \$25.00. Expenses for items greater than \$25.00 will not be reimbursed without receipts.

Reimbursement for Travel Expenses

Reimbursement for expenses not charged directly to the ACC master account must be requested using the "Travel Expense Report for Officers, Committee Members, Faculty and Members" ("Travel Expense Report")

The Travel Expense Report is an electronic form and will be provided upon request from the member's ACC Staff Liaison.

Travel Expense Reports must be submitted to the appropriate ACC Staff Liaison within 90 days of the end of travel to receive reimbursement. Upon review and approval by the ACC, reimbursement checks will be processed and mailed to the traveler. Any outstanding travel expenses submitted for reimbursement more than 90 days after the event will not be reimbursed.

Reimbursement of COVID Testing Expenses

Members WILL be reimbursed for the following COVID related expenses when traveling on behalf of ACC for business:

- PCR testing to re-enter the United States due to foreign travel
- COVID testing costs required to enter a foreign country
- Domestic testing costs that are not reimbursable by the employee/contractor's medical insurance provider

Members must provide adequate justification for the cost of domestic testing due to the availability of free testing. For example, rapid or PCR COVID testing for last minute domestic business travel at ACC's request will qualify as a reimbursable expense. Members must provide a copy of the invoice/bill for the test and proof of payment.

III. QUESTIONS

If you have any questions or need clarification regarding this Policy, please contact:
Maria Thomas at 202-375-6646 or mthomas@acc.org.

IV. ATTACHMENTS WITH SUPPORTING INFORMATION

Attachment I –Reimbursable and Non-Reimbursable Expenses

Approvals:

Name: Cathleen G. Gates

Title: CEO

Signature: Cathleen C. Gates

Date: 11/12/21

Name: Lisa Hix

Title: General Counsel

Signature: 

Date: 11/13/2021

Name: Ravee Kurian

Title: COO/CFO

Signature: Ravee V. Kurian

Date: 11/12/21

ATTACHMENT I

REIMBURSABLE AND NON-REIMBURSABLE EXPENSES

REIMBURSABLE EXPENSES

Travelers will be reimbursed for the following miscellaneous expenses, provided that receipts are submitted with the expense reimbursement request as set forth in the Policy:

- Air freight for business purposes
- Airline checked baggage fees
- Airline baggage surcharges
- Business office expenses (fax, copy services, etc.)
- Business phone calls
- Currency conversion fees
- COVID testing for ACC business travel
- Early-Bird Check-in fee as offered by Southwest Airlines
- Either (1) hotel health club fee **OR** (1) hotel in-room movie per day
- Expenses associated with travel reservation changes for ACC related business
- Fare penalty (non-peak ticket for peak travel)
- Gasoline for rented vehicle
- Ground transportation (taxi, Uber, bus, Metro/Subway, etc.)
- Initial passport issuing fees **IF** needed for ACC business travel
- Laundry/dry cleaning/suit pressing for trips exceeding 7-days
- Meals and Beverages (including up to 20% gratuity)
- Overnight delivery/postage
- Parking
- Personal car mileage
- Tips
- Tolls
- Wi-Fi fee (inflight, hotel room, etc.)

NON-REIMBURSABLE EXPENSES

Travelers will NOT be reimbursed for the miscellaneous expenses set forth below. This list is not exhaustive and is only intended to provide examples of the types of expenses that are not reimbursable by the College.

- Airline club membership dues
- Annual fees for personal charge or credit cards
- Car repairs due to accidents
- Childcare
- CLEAR fees
- Clothing (i.e., socks, pantyhose)
- Corporate charge/corporate credit card delinquency fees/finance charges
- Country club dues
- COVID testing unrelated to ACC business travel
- COVID testing reimbursable by medical insurance
- Excess baggage charges (unless traveling for more than 7-days or transporting heavy equipment for College business).
- Expenses associated with travel reservation changes for personal reasons
- Expenses for travel companions/family members

- Expenses related to vacation or personal days while on a business trip
- Fees for cash advances from credit cards/ATMs
- Global Access fees
- Golf fees
- Loss/theft of cash advance money or company-paid airline tickets
- Loss/theft of personal funds or property
- Lost baggage
- Luggage and briefcases
- Luggage insurance
- Magazines, books and/or newspapers subscriptions
- Medical bills incurred during domestic travel
- Non-compulsory insurance coverage (annual fee)
- “No Show” charges for hotel or car service
- Optional travel insurance
- Parking or traffic tickets
- Passport renewals fees
- Personal accident insurance
- Personal entertainment, including sports events
- Personal property insurance
- Personal toiletries (such as toothpaste, toothbrush, etc.)
- Pet care
- Postage costs, postcards
- Pre-TSA fees
- Rental car insurance
- Routine car maintenance/tune-ups
- Spa service treatments (i.e., saunas, massages, manicure, pedicure, hair cut or styling, etc.)
- Shoeshine
- Souvenirs/personal gifts
- Spouse/Companion travel
- Tobacco products
- Traffic fines