**EACUBO Travel Policy**

**Approved September 16, 2024**

This policy is intended to provide a clear and consistent understanding of EACUBO’s travel expense reimbursement policy for members of EACUBO’s Board of Directors and committees.

Travelers should spend association funds prudently. Business travel expenses will be paid by EACUBO only if they are reasonable, necessary, and in accordance with this policy.

**Reimbursement Policy**

Coverage begins at the actual start of a trip, whether it is from the traveler’s regular place of employment, home, or other location. It terminates when the traveler reaches either home or the office. EACUBO will reimburse the following items while traveling:

* **Air/Train Travel:** Travelers should use the most economical coach fares, which should be booked at least 30 days in advance of the meeting date. EACUBO will not reimburse costs associated with upgrades and business class travel. A free upgrade should be noted on the expense report filed for the trip to affirm that EACUBO is not asked to pay for the upgrade.
* **Vehicle Use:** EACUBO urges travelers to use an economical means of ground transportation. Use of a personal vehicle will be reimbursed at the mileage rate consistent with IRS rules and regulations, plus toll and parking charges. If a rental car is used, reimbursement will be for the actual rental cost-plus mileage charges (if the vehicle rented does not include unlimited mileage) payment for fuel purchases, and tolls (if any). When traveling by automobile, consideration should be given to whether usage of a personal automobile at the milage rate or a rental car is most economical.
* **Hotel:** EACUBO will reimburse the full cost of hotel accommodations at appropriate mid-market business hotel chains while on EACUBO business. Travelers should use their best efforts to stay at any discounted lodging arrangements made by EACUBO. Receipts for lodging are always required. Meals and incidental expenses on lodging receipts must be itemized separately. Incidental expenses include fees and gratuities for individuals providing services such as food servers, hotel housekeepers and luggage handlers must be itemized and are reimbursable.
* **Meals:** EACUBO will reimburse reasonable meal expenses associated with attendance at scheduled meetings of the EACUBO Board of Directors or committees, and while in transit to and from the meeting site.
  + Meals will be reimbursed based on their actual cost, not to exceed $100 per day. Receipts showing the cost of meals above $25 are required. Restaurant receipts must include the following information: name and location of restaurant, number and names of people served, date and amount of expense. Gratuities should be shown on the credit card or restaurant receipt.
  + Meals taken in lieu of EACUBO-provided or EACUBO-sponsored meals are not reimbursable.
* **Miscellaneous Expenses:** Tipping a porter, bellhop, or waiter should be based on the quality of service rendered. EACUBO will reimburse the traveler for reasonable gratuities. Tips not included with meals or cab fare should be listed separately on the EACUBO expense report. Travelers will not be reimbursed for tips in excess of 20 percent. All items entered as tips should be accompanied by an explanation showing for what service the tip was paid.

EACUBO will not reimburse the costs of personal or business expenses unrelated to EACUBO business. These costs include, but are not limited to, valet service (valet parking is authorized only if self-park is not available), laundry, entertainment, recreation fees, movies and mini bar purchases. Reimbursement is also prohibited for towing, parking or driving infractions, vehicle repairs or insurance.

When traveling on EACUBO business, travelers should retain all original receipts for expenses over $25. Original receipts for all expenditures above $25 should be attached to the EACUBO expense report if reimbursement is requested. If a lodging or other receipt greater than $25 is not issued or is lost, a detailed log will serve as sufficient documentation of the actual cost. EACUBO expects that a good faith effort will be made by travelers to collect and retain all required receipts. Receipts are always the preferred form of documentation. EACUBO accepts forms/receipts that are scanned and submitted by email.

Requests for reimbursement should be submitted within thirty (30) days of the event for which reimbursable expenses were incurred.

When a trip involves traveling for both EACUBO and other purposes, the traveler will reasonably allocate the costs between EACUBO and other activities.

**EACUBO Chair’s Travel**

EACUBO recognizes the value of collaboration across regional ACUBOs. As such, EACUBO will pay travel fares and normal daily expenses for the Chair or Vice-Chair’s attendance at regional ACUBO annual meetings.

**Retreat Travel**

When required to participate in an offsite retreat, board and committee members will be reimbursed for their travel expenses. Additional guidance about reimbursement may be given in preparation for the retreat.

**Conference Travel and Registration**

**Program and Services Committee Members (non-board members)**

EACUBO Program and Services Committee members shall be eligible for complimentary registrations to the Annual Meeting and Annual Workshop. NGCBO is excluded from the complimentary registration.

EACUBO will cover travel and hotel expenses (3 nights Annual Meeting and 2 nights Annual Workshop) incurred by Program and Services Committee members while attending the annual meeting and/or annual workshop including any expenses incurred as a result of attending pre/post conference meetings. Invitations to the chair’s dinner are at the committee member’s discretion and additional travel expenses will not be reimbursed.

**Program and Services Committee Members (board members)**

EACUBO Program and Services Committee members shall be eligible for complimentary registrations to the Annual Meeting and Annual Workshop. NGCBO is excluded from the complimentary registration.

EACUBO will cover travel and hotel expenses (3 nights Annual Meeting and 2 nights Annual Workshop) incurred by board members who sit on the Program and Services Committee while attending the annual meeting and/or annual workshop including any expenses incurred as a result of attending pre/post conference meetings.

**Board Members**

EACUBO will cover travel and one night of hotel expenses incurred by Board members in order to participate in the board meeting(s) and chair’s dinner.

**Mentorship Chair(s)**

EACUBO mentorship chair(s) shall be eligible for complimentary registrations to the Annual Meeting and Annual Workshop.

**Policy on Registration Rates for Regular Members of Other ACUBO Regions**

EACUBO recognizes the potential benefits that may accrue to our members from effectively partnering with other ACUBO regions, particularly with regard to professional development opportunities. Therefore, EACUBO shall extend the member registration rate for any of the Association's professional development programs to registrants from an institution classified as a Regular Member of CACUBO, SACUBO or WACUBO. (This benefit does not extend to other membership categories within these regions) EACUBO shall also seek to obtain similar reciprocal agreements with these other regions for our members.

**Registrations and Reimbursements for Program Speakers**

**Speakers: Invited**

If the Program and Services Committee Chair recommends and it is approved by the EACUBO board chair, a keynote or general session speaker may be eligible for reimbursement for travel, one night’s lodging and a complimentary registration.

**Speakers: Calls for Proposals**

Speakers who are accepted through the call for proposal process for the Annual Meeting or Workshop are responsible for their own travel, lodging expenses, registration fees and are not eligible for travel expense reimbursement.

Speakers who are attending the Annual Meeting or Workshop only to deliver their presentation are not required to register. However, speakers who are interested in participating in other conference activities (including lunches or other meals, visiting the exhibit hall, etc.) or planning to attend additional general or concurrent sessions are required to register.

**Business Partners**

Business partners whose presentation has been accepted through the call for proposals process for the Annual Meeting or Workshop and are not an exhibitor or sponsor are responsible for all expenses including registration.

Business partners who have been accepted to speak through the call for proposal process for the Annual Meeting or Workshop and are also an exhibitor or sponsor may use their complimentary registration benefit. Please refer to the exhibitor or sponsor agreement for information regarding registration policies.