



EXPENSE REIMBURSEMENT POLICY

General

- This policy applies to officers, members, or guests (e.g., invited or sponsored speakers) of the American Association of Veterinary Immunologists (AAVI) who incur expenses on behalf of AAVI.
- The purpose and maximum amount of the expense must be approved by the AAVI Board via inclusion in the annual budget or via a majority vote.
- Members of the organization will not be compensated for traveling to meetings organized or sponsored by AAVI.
- Compensation to speakers for the annual AAVI Symposium within the Conference of Research Workers in Animal Diseases (CRWAD) is dictated by CRWAD policies and is not subject to this policy. Reimbursement of these speaker expenses will be managed by CRWAD.
 - The AAVI Board may approve supplementing the honorarium or expense allowance provided by CRWAD to any symposium speaker. This must be included in the organization's annual budget or approved modification.

Travel

Whenever possible, AAVI volunteers and invited speakers are to combine trips, or use other available sources of funding prior to submitting expenses for reimbursement. Reasonable expenses and support shall be reimbursed for authorized/official business conducted on behalf of AAVI, in accordance with the following expense reimbursement policy.

Personal Expenses

Items of a personal nature incurred while traveling are not reimbursable, including phone, laundry, movies, and flight and medical insurance.

Non-reimbursable Expenses

Speaker honorariums for AAVI stand-alone meetings will not be paid without the advance written approval of the AAVI Board. Monetary support will not be provided to speakers for presentation preparation.

Receipts

Except for mileage reimbursement (reimbursed per that year's IRS mileage rate), receipts are required for all expenditures. No reimbursement will be made for unreceipted items unless alternative proof of payment is received by AAVI at the time the expense report is submitted.

Expense Report Form



Expenses will be reported on an AAVI Expense Report, available on the AAVI home page. Expense reports must be submitted with full receipt documentation to the treasurer. All expense reports shall be submitted in USD, and all reimbursements shall be made by check in USD only. If you prefer an ACH/wire payment, please indicate that on the form, and AAVI will work with you to accommodate the request. Expense reports must be submitted no later than one month following the conclusion of a trip. For other types of expenditures, expense reports must be submitted within 30 days of the date incurred. Before the disbursement of funds, the expense form must be approved by the AAVI Treasurer and President.

Air Fare

Domestic air travel will be economy class only, purchased at least 21 days in advance. If a 21-day advance purchase fare is not available, advance approval of the AAVI President or AAVI Treasurer is required.

International airfare will be purchased at least 21 days in advance and will be reimbursed up to USD 1,500. Domestic fares in excess of USD 1,000, as well as any international airfare that does not meet the 21-day advance purchase requirement, must be approved in advance by the AAVI President or AAVI Treasurer.

Ground Transportation

Whenever possible, travelers are encouraged to utilize the lowest cost transportation, including airport shuttle service, light rail where available, or sharing cabs. Where this is not practical, a taxi service may be used. Personal vehicles used for approved association business will be reimbursed at the then-current IRS mileage reimbursement rate (see expense report for current rates), plus parking. Where personal auto is the most practical and cost-effective means of travel to the airport, travelers are expected to use long-term airport parking facilities for trip durations of more than one day.

For long-distance trips, where flying would be the expected mode of transport, driving-related expenses (mileage at the then-current IRS mileage reimbursement rate, plus all parking, plus any in-transit motel/hotel expense, plus additional meal expense due to time on the road) is limited to: the 21-day advance purchase economy airfare, plus round-trip cab/airport limo from home to airport, plus round-trip cab from the airport to hotel in the destination city. Please submit a screenshot of (at least) a 21-day advance purchase airfare quote when seeking reimbursement for extended driving trips.

Car rentals are discouraged. When absolutely necessary, intermediate-size or smaller sedans should be rented. Larger cars and vans are not allowed unless approved in advance by the AAVI President or AAVI Treasurer. Travelers are expected to use credit cards that provide collision damage coverage when renting cars.

Hotel



American Association of
Veterinary Immunologists

All travelers are encouraged to depart in the evening of the last meeting day to save hotel nights whenever possible. A maximum of two nights shall be reimbursed for a one-day meeting, three nights for a two-day meeting, four nights for a three-day meeting, five nights for a four-day meeting, and six nights for a five-day meeting. Hotel room rates in excess of USD 250/night (including applicable tax) for all other travel must be approved by the AAVI President or AAVI Treasurer. Internet service will not be reimbursed.

Meals

Meals are limited to a maximum of \$65.00 per day, including tax and gratuity. This is not a per diem. Amounts in excess of this may be considered with suitable justification if they are approved by the AAVI President or AAVI Treasurer, in advance. **Receipts for meals/food and beverage purchases are required.**

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