

Travel Policy Guidance

The Executive Committee recently approved an updated version of the AFA Travel Policy. Although the new policy is very similar to the previous policy, several areas have been clarified and in some cases internal procedures have changed.

AFA must ensure compliance with this policy. Travel reimbursements are audited for this compliance. Staff carefully reviews all requests for the reimbursement of travel to ensure that they are in compliance with IRS regulations, federal grant requirements, and AFA policies & procedures. We also check to see that the forms have been completed correctly.

There are a few areas that are consistently misunderstood by AFA volunteers and we wish to clarify.

The first point is about long distance travel such as coast to coast. Volunteers who are unable to travel within the approved number of hotel nights may submit a written request for an additional night at the hosting hotel. This request will be responded to in writing. Please attach the request and response email to the travel reimbursement request form to avoid delays. Also see the second point below.

Second, in-kind contributions are limited by the AFA Travel policy. In other words, if an expense is not reimbursable according to the travel policy, it cannot be claimed as an in-kind contribution. This pertains to expenses over the \$525 limit, and to other expenses that fall outside of the policy such as first class airfare. It also applies to extra hotel nights if they have not been approved through AFA's formal channels. If an expense is not reimbursable under the AFA policy, it cannot be claimed as an in-kind contribution.

Third, please remember that if you wish to drive instead of fly to your destination, AFA only reimburses up to the cost of a flight that is booked six weeks in advance of the trip. So if you plan to drive, please print out an itinerary six weeks prior to your trip and include it with your request for reimbursement.

Finally, all requests for reimbursements are expected to be submitted within 10 days of travel. The policy also includes a 30 day final cutoff for reimbursements. Late requests, for reimbursement or in-kind donation, will not be processed. As we monitor expenses closely each month, it is imperative that reimbursements are processed on time to ensure accurate forecasting.

Please do not hesitate to contact the finance department with any questions you may have.