IBA Travel and Reimbursement Policy

AAPG volunteer travel policies are issued and maintained by the Executive Director of AAPG. The policies apply to all official travel for members of AAPG, or volunteers traveling on AAPG official business (e.g. IBA participants). Adherence to these policies is the responsibility of the traveler and reported transactions must follow AAPG’s policies. All reported travel transactions will be reviewed before a reimbursement request is submitted. Disputes should be directed to the Accounting department; final decisions are reserved for the Executive Director.

General Travel Policy

Travel is required to be consistent with the needs of AAPG and should be used to accomplish their purposes in a cost-effective manner. It is the policy of AAPG to reimburse all IBA participants for the expenses that are reasonably necessary and incurred when traveling for authorized activity. Travel expenses must be properly documented and approved.

Travelers are expected to:

- Exercise good judgement determining the most economical means of obtaining lodging, meals, and ground transportation.
- Report all expenses accurately and promptly within 90 days, and with all required documentation.
- Travelers should coordinate travel with other travelers (when possible) to reduce the need for additional expenses.
- IBA participants are responsible for maintaining their passports and/or proper travel documentation in accordance with their travel destination countries requirements. This includes securing any required visas while traveling to/from any IBA competition. Visa related expenses are not reimbursable. Expenses related to obtaining or renewing a passport or visa are the responsibility of the traveler and will not be reimbursed by AAPG.

Note to U.S. travelers: All reimbursed travel expenses are subject to examination by the U.S. Internal Revenue Service (IRS). If expenses are found to have been lavish or extravagant in nature, not properly documented or accounted for and/or not conforming to the guidelines herein, such reimbursed expenses could be disallowed by the IRS as “travel expenses” and considered to be “compensation” to the traveler, includible in the traveler’s taxable income.
**Air Travel**

**Authorized Travel Agency:**

The AAPG authorized travel agent will be used to book domestic and international travel arrangements for airfare, car rental, or train. The travel agency will book travel based on the AAPG policies and guidelines and through the direction of the AAPG Programs Coordinator.

In rare circumstances, and *if approved in advance*, travelers may book their own travel using their personal credit cards; however, the lowest most economical rate should be secured.

**Domestic Air Travel:**

- Domestic air travel is defined as travel within a given country, or in North America within the United States, Canada, Mexico and the surrounding Caribbean Islands.
- Domestic air travel should be planned to secure the most economical fares. In most cases, airfare should be booked at least 30 days in advance of the travel date.
- Coach/economy class travel is required and first class travel is not acceptable. Business class is acceptable only when it does NOT cost more than the lowest available coach fare.
- Upgrades for domestic air travel at the expense of AAPG is not permitted. Upgrades at the traveler’s own personal expense are acceptable; however, the upgrade must not be charged to AAPG in any manner.

**International Air Travel:**

- International air travel is defined as travel outside of the traveler’s home country (or in North America as described above).
- International air travel should be booked at least 30 days in advance of the travel date and booked at the most economical fare.
- Coach/economy class travel is required; business or first-class travel is not acceptable.
- Upgrades for international air travel at the expense of AAPG is not permitted. Upgrades at the traveler’s own personal expense are acceptable; however, the upgrade must not be charged to AAPG in any manner.

**Additional Air Travel Guidelines:**

- The most **direct travel route** between the origination point and the destination location will be arranged at the lowest possible fare.
- In the event of a **personal emergency or circumstance outside of the traveler’s control**, (e.g., illness or family emergency) the traveler should immediately contact the travel agency/travel carrier to change the ticketed travel without forfeiting the ticket. Contact
information for the travel agency can be found on the ticketed itinerary. The AAPG Programs Coordinator should also be notified as soon as possible and included on all communication with the travel agent.

- **Forced layovers/international stopovers** – In the event of a forced delay or layover due to an airline carrier mechanical issues, scheduling, or weather requiring a night of lodging, AAPG may absorb the hotel cost. Note: the cost of the lodging must not exceed the cost of the flight itself or another available flight to the intended destination.

- Travelers are free to accrue frequent flyer points/credits while traveling on official AAPG business. However, under no circumstances should a traveler purposefully modify a trip or pay for a higher priced fare to gain frequent flyer benefits. If an upgrade is available and is not in conflict with this policy as defined, the upgrade may be purchased at the traveler’s expense.

### Hotel/Lodging

AAPG will provide lodging for the IBA team members and faculty advisors at a designated hotel for Global Finals. A maximum of six nights will be provided for international teams and five nights for domestic teams. Should any team members require or request additional nights, they will be responsible for booking and payment of those lodging requirements. Section and Region semifinal competitions may or may not provide lodging depending on sponsorship funds available. Please check with the IBA Program Coordinator regarding your Section or Region events before booking travel.

- Lodging while traveling on official AAPG business should be approached economically.
- A maximum of four rooms are allowed per team (five students, one advisor). Hotel space and rooms are at a premium, therefore AAPG reserves the right to assign you a room with another team member.
- Travelers are responsible for contacting the hotel if check-in is delayed, travelers are also responsible for cancelling hotel reservations if the room will not be utilized. Cancellation fees for missed reservations will not be reimbursed.
- Travelers can stay at a private residence with family or friends while traveling on official AAPG business. Please note: No traveler will be allowed a per diem or lodging equivalent reimbursement for staying with a friend or relative.

### Miscellaneous Hotel/Lodging Expenses:

- **Minibar** – Due to the unusually high cost of the items provided, use of the in-room minibar is prohibited and will not be reimbursed.
- **Internet** - Travelers are encouraged to inquire if the hotel has free Internet or a promotional code, or to use free Internet in hotel lobbies or communal spaces. If those
options are not available, reasonable Internet will be reimbursed for official AAPG business needs.

- **In room movies/Pay-per-view** – In room streaming services and/or movie rentals are solely at the expense of the traveler and will not be reimbursed by AAPG. Travelers should pay these expenses upon checkout.

**Meals**

Meal expenses incurred during the Global Final competition (Friday - Sunday) are reimbursable to team members. Exercise good judgement in determining where to obtain meals in order to reduce costs to the IBA program.

- All IBA participants are expected to take advantage of the meals provided by AAPG throughout the competition. Meal expenses on the day of competition will only be reimbursed for those participants with special dietary restrictions if those needs cannot be met by the convention caterers.
- All travelers must submit *itemized receipts* for any meal expense incurred. If a credit card is used for meal payment, both the itemized and signature receipts should be submitted for expense reimbursement.
- If a meal ticket contains purchases for more than one team member, only the individual paying for the meal should submit the expense. All members in attendance during the meal should be listed on the receipt and expense report.
- AAPG will not reimburse the cost of alcoholic beverages.

**Ground Transportation**

**Taxi (Uber – Lyft)/Transportation Services:**

- Taxi/transportation services should be used for short distance transportation only or when public transportation or hotel courtesy vehicles are not available.
- All travelers must submit fare receipts for any taxi/transportation expenses incurred to the team’s Faculty Advisor or captain for reimbursement.
- If multiple members are traveling together transportation should be consolidated. Members transported should be listed on the receipt and expense report.

**Use of Personal Vehicles:**

Reimbursement for mileage is allowed for use of a personal vehicle for official AAPG business. For travel within the United States, standard mileage rates apply and are provided by the Internal Revenue Service: [https://www.irs.gov/tax-professionals/standard-mileage-rates](https://www.irs.gov/tax-professionals/standard-mileage-rates). Please contact the IBA Program Coordinator for rates in other countries, if applicable.
AAPG will not reimburse for airport parking, gas purchases or tolls.

- To be reimbursed for mileage the following information must be recorded:
  - Date of the trip.
  - The trip origination point and the destination. Recording your trip via Google Maps is advisable.
  - The business purpose for the trip.
  - The miles claimed.
- Personal vehicles used for official AAPG business must be properly tagged and insured in compliance with state and local guidelines. The vehicle owner is solely responsible for the tag/tax/insurance expenses.

Parking and Tolls:

- Parking should be avoided as often as possible. It is preferred for team members to use an Uber/Lyft or taxi service for travel to and from the airport. If long or short-term parking is required for official AAPG business, the most cost-effective parking solution should be utilized. For long-term parking, AAPG will only reimburse parking for the days related directly to AAPG official business. Parking receipts should be submitted with an expense report.
- Tolls incurred traveling to the IBA competition while using a personal vehicle will not be reimbursed.

Travel Expense Reporting

Team expenses should be reported to AAPG Accounts Payables (payables@aapg.org) within 90 days of travel with a Team Travel Expense Notice, AAPG Expense Report, a payment form and copies of all receipts/invoices.

- Team Travel Expense Notice (Attachment 1): Each team’s faculty advisor or team captain should provide this form as a cover letter to the team’s expense report. Only one expense packet should be submitted per team per competition.
- AAPG IBA Expense Report (Attachment 2): The AAPG standard expense report form should be used to submit all team expenses.
- Payment Form (Attachments 3 and 4): The electronic funds transfer (EFT) form for domestic (inside the United States) travelers and the outbound wire transfer form for international (outside the United States) travelers must be completed and submitted for payment.
- Copies of receipt justification for all the claimed expenses including any notes of explanation should be submitted with the expense report.
It is the responsibility of the faculty advisor (or team captain) and the IBA Programs Coordinator working directly with the AAPG accounting department to carefully review, code and submit expenses incurred by the program. 

Reimbursement will be made based on the information provided on the EFT/wire forms submitted, please ensure the information provided is correct. Deviation from the process will result in delays.

Attachments will be provided to teams when advancing to Global Finals.