



Leader Travel Policy – ASDA Leader Meetings

1. ASDA funds hotel and travel costs for leaders to attend the required ASDA meetings. ASDA does not cover any costs for friends, family members, or spouses of national leaders.
2. Funded leaders will receive a daily per diem to cover meals not provided by ASDA.
3. Leaders are expected to be present for the duration of each required meeting. Any personal event that would limit a leader's attendance at the required meetings must be pre-approved by the president. Any expenses incurred by the funded leader directly related to a personal event and not directly associated with the proper functioning of the association are not reimbursable by ASDA.

Air Travel

All travel to ASDA sponsored meetings must be booked online through ASDA's travel agency. ASDA is aware that periodically lower rates may be obtained via travel websites on the Internet and from other sources. However, booking through ASDA's travel agency provides ASDA with cost-control mechanisms that are used in negotiating volume-based airline discounts.

All air travel should be booked through DirectTravel Monday-Thursday between 7 a.m. – midnight CST.

1. Travel reservations should be made at least thirty (30) days prior to travel. Reservations should be made based on communications received from the ASDA Meeting staff. Any exceptions or difficulties must be discussed with the ASDA Meeting staff prior to the booking deadline.
2. If a leader does not book their travel by the given deadline, the leader will be responsible for any increase in ticket price after said deadline. The average ticket price from the leader's regular departure airport on the deadline day will be recorded by the ASDA Meeting staff. If the ticket purchased after the deadline is above this average ticket price, ASDA will deduct the difference from the leader's per diem for the meeting. Other penalties may be imposed by the Executive Committee at their discretion.
3. Tickets must be the lowest available fare in economy/coach class that accommodates the meeting travel parameters noted in the meeting travel memo. Any fare over \$350 requires the approval of ASDA Meeting staff prior to the ticket being purchased. Leaders will receive an itinerary via email once the ticket has been confirmed.
4. All airline tickets will be charged to the ASDA corporate credit card.
5. Once the ticket is purchased, all ticket changes must be approved by the ASDA meetings staff and all unapproved change fees will be at the expense of the leader.
6. Spouse/guest travel will not be funded by ASDA. The purchase of these tickets will be at the personal expense of the leader and requires a personal credit card at the time of ticketing.
7. If a leader needs to travel from an airport other than their regular departure airport for personal reasons, ASDA will pay for the ticket up to the amount of an average roundtrip ticket from the traveler's regular departure airport to the meeting destination. The leader will be responsible for the difference in ticket prices.
8. If a leader wishes to travel on dates other than those approved for the meeting, either prior to or following the meeting, the leader is responsible for any increase in ticket cost for the alternate

itinerary. ASDA will pay for the ticket up to the amount of the roundtrip ticket for travel on the approved dates.

9. ASDA will not reimburse leaders for airline assessed fees for upgrades to premium seating.
10. ASDA will reimburse leaders for fees associated with checking one bag per flight. A receipt is required for reimbursement.

Other Transportation Options

1. A funded leader must notify the ASDA Meeting staff if an alternative mode of transportation is used to attend a meeting.
2. If a leader chooses to drive instead of fly to a meeting, ASDA will reimburse mileage at the IRS standard rate.
 - a. If cost of reimbursement for driving, tolls and parking is more than an airline ticket from the leader's regular departure airport, ASDA will reimburse the leader up to the amount of the airline ticket.
 - b. Leaders are only authorized to use personal automobiles if they have both a current valid driver's license and comprehensive auto insurance, including liability and are personally responsible for all parking and traffic fines incurred while traveling on ASDA-funded business.
3. If a leader chooses to travel by train to a meeting, ASDA will reimburse the leader up to the amount of an airline ticket from the leader's regular departure airport.
4. In the event a leader requires a rental car, prior authorization from ASDA staff is needed. The leader is responsible for booking with a reputable company and must choose the insurance option. ASDA will reimburse for an economy or compact size car. ASDA will also reimburse for the gas and a receipt must be submitted. ASDA will not reimburse for any extras/options such as navigation, satellite radio, mobile wifi, etc.

Hotel Accommodations

1. ASDA Staff will book all hotel accommodations for those funded leaders attending ASDA meetings.
2. Leaders will be notified of their housing arrangements, including roommates, prior to the meeting. Any differences in these arrangements upon check-in at the hotel must be reported immediately to the ASDA staff or the leader may be responsible for the cost of the lodging. Rooms are assigned by the same gender.
3. When ASDA makes a hotel reservation, it is guaranteed for late arrival with a corporate credit card. Each traveler should present a personal credit card at check-in and is personally responsible for any incidental charges made to the room.
4. A double room rate (plus tax) is the standard rate approved by ASDA.
5. A funded leader may request a single hotel room at the ASDA host hotel during an ASDA meeting. Single rooms must be reserved through the ASDA Central Office and will be charged directly to the funded leader's credit card. Half of the total cost of the room (including tax, with the maximum room rate not to exceed the ASDA contracted rate for a double room) during the approved meeting dates will be reimbursed.

Expense Reporting

1. An expense report must be completed when funded leader expenses are submitted to ASDA for reimbursement. Supporting receipts must be attached to the expense report, labeled accordingly and submitted within 30 days of the conclusion of travel to receive reimbursement.
2. The cost of transportation from your home/airport/home and from the airport/hotel/airport will be reimbursed. Receipts are required for all expense reimbursements.

3. Direct reimbursement for travel includes either mileage/parking at airport or ride service (Taxi, Lyft, Uber; excluding limo or upgraded ride service).
4. The cost of checking one bag per flight will be reimbursed.
5. If under exceptional circumstances a funded leader is unable to furnish a receipt, an explanation should be attached to the expense reimbursement form. The ASDA director of finance will have the responsibility of deciding if the documentation supports the expense.
6. A reimbursement check or an electronic ACH will be processed for each properly approved and documented expense report. All reimbursement checks must be cashed within 90 days of receipt.
7. Expense reports may take up to 30 days to process.