



AD TRAVEL REIMBURSEMENT POLICY

(Approved by the AD Executive Committee November 17, 2006)

ELIGIBILITY

- Airfare (or trainfare or similar travel method) is reimbursed for AD Executive Committee members attending the AD EC fall and spring meetings. Members who are reimbursed by their employers or from other sources (e.g., grants) are asked not to request reimbursement from AD. No other costs incurred while attending the meeting (hotel, meals, registration fee) are reimbursed by the AD.
- Members of the Nominations Committee (other than the Chair) are not elected members of the AD EC and are not eligible for reimbursement.
- Newly elected AD EC Members who attend the fall EC meeting just prior to taking office at the Business Meeting are eligible for reimbursement.
- Reimbursement for airfare is offered to winners of the Willey and Kidder Awards as well as the AD Distinguished Lecturer.

PROCEDURE

- Persons requesting reimbursement must present their travel receipt to the AD Treasurer. This can be done at the meeting or emailed or mailed to the Treasurer following the meeting.
- Social Security number and home address are required to accompany the request.
- Reimbursement is made by the AAA Comptroller, which can take several weeks following submission of the receipt.
- Any potential recipient of a travel reimbursement who does not need or desire to have travel costs covered may request that the amount that would have been reimbursed be moved instead to the Willey Endowment or any other endowments established by the AD. The Treasurer will inform such persons of the proper procedure to fulfill this request.

