

AD TRAVEL REIMBURSEMENT POLICY

(Approved by the AD Executive Committee November 17, 2006;
Amended November 19, 2015; Amended April 12, 2019; Amended March 31, 2023)

Travel for elected AD Executive Committee (EC) members is essential for productive in-person meetings. However, as the AD EC also has the fiduciary duty to ensure the AD's financial stability, AD EC members must employ the most economical travel possible when reimbursement is requested.

- AD EC members attending the AD EC fall meeting are eligible for up to \$1000 reimbursement for airfare and hotel costs.
- AD EC members attending the AD EC spring meeting are eligible for up to \$600 reimbursement for airfare and hotel costs.
- Members who are fully reimbursed by their employers or from other sources (e.g., grants) may not also request reimbursement from AD.
- AD EC members whose household pre-tax income exceeds US\$150,000 may not request reimbursement from 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 are not eligible for reimbursement until the first meeting at which they are voting members.
- Reimbursement of up to \$800 is offered to the winner of the Kidder Award as well as to the AD Patty Jo Watson Distinguished Lecturer.
- Any AD EC member experiencing financial difficulties can request assistance from the AD treasurer to facilitate their attendance at an EC meeting.

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.
- A non-institutional postal address (e.g., home address) is required to accompany the request.
- Reimbursement is made by the AAA Comptroller, which can take several weeks following submission of the receipt.