ASSOCIATION OF PUBLIC & LAND-GRANT UNIVERSITIES

Non-Staff
Travel Expense Reimbursement Policy

APLU policy is to reimburse travelers for business-related expenses, provided expenses and expense reporting meet the guidelines below. A separate APLU Non-Staff Travel Expense Reimbursement form is required for each business-related trip.

Please note that APLU is a 501(c)(3) non-profit organization, and as such, we seek to be good stewards of the money entrusted to us by our members and those funding us. In keeping with this, travelers are expected to use monetary restraint while on business-related travel. APLU will not reimburse excessive spending.

The following are policies that must be followed if APLU is to reimburse you:

- Transportation:
  - Travelers should use economy class on airlines. APLU will not pay for first class, business class, or upgrades (such as optional seat selection, extra legroom, priority boarding, etc.). If you choose to purchase these, you will be responsible for the extra cost.
    - APLU will, however, cover the cost of your checked baggage.
    - It is also recommended (though not required) that you book your flight as early as possible to find the best rate.
  - Travelers should use the most economical means of ground transportation to and from airports and hotels.
  - If you will be claiming a driving mileage expense, a map of your route must be included in order to substantiate the distance traveled.
- Restaurants
  - Travelers should use discretion in choosing dining places. In addition, discretion should also be used in choosing entrees.
  - APLU requires itemized receipts from restaurants. If itemized receipts are not provided, APLU will only reimburse up to $25 per day of food costs.
- Alcohol
  - If you are being funded by a federal grant, APLU cannot refund you for any alcohol. If you choose to purchase alcohol, you will be responsible for the cost.
  - If you are not being funded by a federal grant, APLU will refund you for **one** drink with each dinner.
- Hotel
  - In addition to lodging during the meeting, APLU will pay for one night prior to and one night after the meeting. If you choose to arrive earlier or stay later, you will be responsible for the cost of those nights.

Personal Expenses:

Out-of-pocket personal expenses, including items charged to hotel bills such as toiletries, magazines, movies, etc., as well as meal and incidental expenses for a spouse or guest must be deducted from the overall reimbursable expense. As discussed above, excessive purchases will also be deducted from the reimbursable expense.

IRS Requirements:

The IRS requires that travelers include the amount of each expense, the time and place of any travel lodging, the business purpose of the expense, and the business relationship of persons entertained to substantiate charged expenses or a request for reimbursement. Unsubstantiated business expenses and charges will be billed to the traveler.

APLU is in conformance with IRS requirements if employees provide all of the requested information on the Travel Expense Reimbursement form.