

## 2003 AHCA TRAVEL POLICY

The following guidelines outline procedures for AHCA members traveling on behalf of the Association and have been designed to provide quality service to the traveler as well as providing cost savings to the Association.

**AIRFARE:** *Members traveling at AHCA expense are encouraged to purchase their tickets through AHCA's preferred on-line reservations system, managed by American Express Travel, in order to obtain the lowest applicable economy airfare. Through American Express Travel, AHCA's travel policy and airline contract codes are incorporated into a unique on-line reservation system, thereby giving members 24-hour reservation access and enhanced travel features and benefits. AHCA's airline contract codes will also be available to members if they choose to contact the airlines directly to purchase tickets.*

**To book tickets on-line visit\*:**

<http://travel.americanexpress.com/travel/axone>  
Please contact Colby Hamilton at 202-898-6335 for your site ID and temporary password.

*\*(Airfare will be charged directly to AHCA's American Express Account)*

**To contact the airlines directly call \*\*:**

**United Airlines: 800-864-8331 or [www.united.com](http://www.united.com)  
Provide Perks Plus #: 682DA**

**US Airways: 800-428-4322 or [www.usairways.com](http://www.usairways.com)  
Provide Corporate Dividends #: CDN 130277**

**Delta Airlines: 800-221-1212 or [www.delta.com](http://www.delta.com)  
Provide Sky Bonus #: US530260105**

**\*\**(AHCA will reimburse the actual cost of the ticket, not to exceed the maximum reimbursement amount designated for each state)***

***Members are encouraged also to use American Express Travel for state reimbursed and personal air travel. Members can utilize American Express Travel to search and book the least expensive airfares based on dates and times of meetings.***

**Members may travel by any means desired to an approved AHCA meeting (i.e.- air, car or train). However, the maximum expenditure allowed should not exceed the pre-determined maximum amount designated for each state (see state map) using the following guidelines:**

- a. Lowest applicable economy coach airfare available within the meeting timeframe noted on the AHCA meeting notice. Exceptions: The Chair, is authorized to fly first class and the First Vice Chair may fly first class for flights exceeding 1,000 miles each way.

For meetings held in Washington, DC travelers are encouraged to use Dulles and BWI airports as alternatives to Reagan National Airport. Due to low airfares into these two alternative airports, savings are substantial.

- b. Reimbursement for any other means of transportation at costs lower than the maximum approved amount will be reimbursed at the amount of the travel. Automobile travel in lieu of commercial carrier cost is reimbursed at .365 cents per mile.

***Members are responsible for making their own travel arrangements to governance committee meetings. Members are encouraged to purchase their tickets through Rezport; AHCA's preferred on-line reservations system managed by American Express Travel, in order to obtain the lowest applicable economy airfare. Tickets purchased through Rezport (American Express Travel) will be billed directly to AHCA. If a member chooses to make his or her own arrangements, AHCA will reimburse the actual cost of the ticket, not to exceed the maximum reimbursement amount designated for each state (see state map). Average benchmark airfares from 2002 were calculated from every airport that a member travels to and from Washington, DC. With these average fares, a maximum reimbursement amount has been set for each state. A receipt for airfare must be submitted in order for the reimbursement to be processed. Members are encouraged to purchase their tickets at least 14 days prior to the day of travel and purchase the lowest economy airfare. If a member chooses to utilize his or her own travel agency, AHCA will not reimburse any transaction fee incurred by the travel agency.***

**EXPENSE REIMBURSEMENT:** For each overnight stay, members shall be reimbursed a per diem of \$125, which shall help defray expenses incurred for housing, meals, incidentals and ground transportation. Exception: The Chair, First Vice Chair, Secretary, and Treasurer may be reimbursed actual costs upon submission of appropriate receipts.

The number of days of per diem will be authorized (by meeting notice) prior to a meeting. For a member whose trip originates and terminates on the same day, AHCA will reimburse you \$25.00 to help defray expenses incurred for ground transportation. If airline schedules necessitate an additional night's lodging, appropriate per diem adjustments will be made upon written request.

Per Diem for multiple meetings attended by members on the same day or sequential days will be reimbursed based, not on the per diem allocated by summing meeting notices, but on the actual number of days in attendance by the member (subject to the above guidelines on trips which originate and terminate on the same day). Thus, only one reimbursement voucher for air travel and per diem shall be accepted for attendance at one meeting site regardless of how many meetings are attended at the site.

Reimbursement vouchers are available from AHCA. Reimbursement must be requested within 60 days following the meeting.

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**MEETINGS:** A formal meeting notice or advance notice by the Committee Staff Liaison is required for each meeting. Telephone conference calls are strongly encouraged in lieu of meetings. Committee meetings will be held in Washington, DC or Baltimore, MD. The final location choice will be based on an airfare and meeting cost comparison conducted by AHCA in consultation with the Committee Chair and staff.

- a. The Board of Directors shall meet at least two times each year in addition to the meeting held in conjunction with the annual convention. Additional meetings of the Board are subject to procedures outlined in the AHCA Constitution and Bylaws. Reimbursement for the two meetings (other than the one held in conjunction with the annual meeting) follows the above guidelines with respect to the following: each member of the Board, each executive director of a state affiliate; each member of the Executive Committee and Regional Vice Chair. Exceptions shall be approved, in advance, by the Chair or the President.
- b. The Executive Committee shall meet at least bi-monthly, and more frequently if called upon by the Chair.
- c. Committees shall meet at least once each year, and more frequently subject to need.
- d. Subcommittees/Task forces and other member groups shall meet subject to need.
- e. Seminars, symposia, and conferences shall be self-funding, with attendees paying their own expenses.
- f. Members of the Executive Committee shall be reimbursed for attendance at meetings of committees, task forces and symposia upon advance written approval of the Chair, based on need and the agenda. Names of those for whom reimbursement is authorized by AHCA will be included on the meeting notice.
- g. For the annual convention, Executive Committee members will receive a complimentary registration plus three (3) days per diem and their airfare for attendance at the AHCA annual meeting according to the airline guidelines stated above.
- h. Representation, at AHCA expense, at affiliate meetings, regional meetings and non-AHCA meetings shall be reimbursed only for the AHCA Chair (or designee) subject to the above guidelines.

### Frequently asked Questions About AHCA Airfare and Reimbursement Policy

1. **If I am traveling on a ticket that has a cancellation penalty and personal business requires me to change the ticket, who is responsible for the added cost?**

**Answer:** The individual traveler. Only changes or cancellation penalties caused by an AHCA meeting being changed or canceled are covered by AHCA. If bad weather or airline equipment failure results in a change or cancellation, the airlines will normally waive any penalties.

2. **If I don't get my ticket through AHCA, how much will AHCA reimburse me for my airline ticket?**

**Answer:** *AHCA will reimburse the actual cost of the ticket, not to exceed the maximum reimbursement amount designated for each state. For example, if a member travels from Florida, the maximum amount that AHCA will reimburse is \$650. If the ticket costs you more, the traveler is responsible for the difference (see attached state map).*

3. **If I stay over a Saturday night, the airfare is much less expensive. Will AHCA provide additional per diem if I decide to arrive early or stay over after the meeting in order to get the reduced airfare?**

**Answer:** If the AHCA price of the airfare without a Saturday night stay is greater than the airfare with a Saturday night stay plus the per diem, an extra day per diem will be provided to the traveler.

4. **Will the maximum reimbursement amount for my airfare to attend a particular meeting be the same for future meetings?**

**Answer:** *Yes. Average benchmark airfares from 2002 were calculated from every airport from which a member travels to and from Washington, DC. Based on these average fares, a maximum reimbursement amount has been set for each state. These average airfares will be reevaluated annually.*

5. **What if the 14-day advance ticket price is higher than the maximum reimbursement amount set for my state?**

**Answer:** *If you are purchasing your ticket with at least 14 days advance notice and you are unable to find a flight less expensive than the maximum reimbursement set for your state, then you should call Colby Hamilton, AHCA's Meeting and Travel Manager at (202-898-6335).*

7. **How can I learn more about AHCA's travel policy?**

**Answer:** Call *AHCA's meetings department at 202-898-6335, M-F 8am-4pm EST.*