

## SSR Policy

# *Travel Expense Reimbursement*

### Purpose:

This policy regulates reimbursement of expenses incurred by SSR members traveling and/or engaging in business on behalf of the Society. It applies to all Society travel paid either directly by the Society or reimbursed by the Society.

### Policy:

Only travel approved by the Executive Committee shall be reimbursed by the Society. The following recurring travel is considered to be approved Society travel:

Annual Scientific Meeting Site Selection Travel – Program Committee Chair and Staff  
Annual Meeting Travel – Staff  
ACR Annual Meeting – SSR Councilor and/or Alternate  
ACR Intersociety Meeting – SSR Representative  
Academy of Radiology Research – SSR Representative  
Other travel as approved by the Executive Committee

The following reimbursement restrictions apply as required:

*Air Travel:* Air travelers must travel in coach class unless otherwise authorized in writing in advance by the Executive Committee. Society travelers are expected to obtain the lowest fare commensurate with accomplishing the purposes for which the travel was initiated.

*Ground Transportation:* Reimbursement for rental vehicles is authorized where the use is economically justified or where no reasonable alternative exists. A traveler's use of a personal vehicle to attend functions will be reimbursed, based on round-trip mileage, less personal mileage, at the current IRS reimbursement rate. In accordance with IRS stipulations, the traveler must enter mileage on the reimbursement form and list the date and time of travel, the place of departure, the place of arrival, and the society-related purpose for the travel. All parking expenses require the submission of a receipt, unless a receipt is not available (such as when using a parking meter). When parking at airports, use of the economy parking lot is encouraged.

*Lodging:* Society travelers are expected to use the event sponsored/contracted lodging facility or such other lodging facility that provides a reasonable location and price. Charges resulting from the personal use of "en suite" services such as pay-per-view movies and the like will not be reimbursed.

*Meals/Per Diem:* Reimbursement for meals will be based on actual meal expenses incurred up to a maximum of \$40.00 per day without receipts or up to \$70.00 per day if meal receipts are included with the expense report. If claiming an amount above the \$40.00 per day fixed per diem, meal expenses shall be itemized on the expense reimbursement form and receipts attached. Alcoholic beverages will not be reimbursed.

*Miscellaneous Expenses:* While engaged in Society business, traveling or otherwise, ordinary and necessary expenses are reimbursable. Such expenses may include baggage handling, tolls, tips, postage, express mail charges, etc. Requests for postage reimbursements must be accompanied by an itemization of the postage charged, a brief description of the item sent, and the name of the recipient.

*Telephone Calls:* The Society will only reimburse for essential, society related long distance telephone calls. As a general rule, brief calls made to family members to confirm safe arrival at the destination will be reimbursed. Travelers should ordinarily not use a hotel room phone to make Society-related phone calls since many hotels assess surcharges on those calls. Internet access charges will not be reimbursed by the Society.

*Documentation of Expenses:* All requests for reimbursements must be made in writing by the completion of a travel expense reimbursement form. A travel expense reimbursement form can be obtained from the SSR Office and should be submitted as soon as possible after the travel has been completed, but not later than 60 days following completion of travel. Detailed, itemized, original receipts must be submitted for all expenses to be reimbursed. All receipts for meals must include an itemization of the specific items purchased.

*Approval of Reimbursement:* All travel expense reports shall be reviewed by the SSR Executive Director to ensure compliance with the above guidelines and inclusion of all necessary documentation. All reimbursement requests and supporting documentation will be retained by the Society. Final approval for reimbursement will be made by the Society Treasurer.

*Annual Meeting Award Papers:* Each “Best Paper” award is accompanied by a total travel stipend as specified by the Executive Committee and noted in the Award notification letter. The current stipend for travel within North America is \$1500.00, and for international travel, \$2500.00.

*Last Reviewed and Revised: 16 June 2009*