APTA MEMBERS TRAVEL AND EXPENSE REIMBURSEMENT GUIDELINES

When APTA members are on preapproved association-related business, usual and customary expenses related to travel, housing, and meals will be reimbursed based on the these guidelines:

USUAL AND CUSTOMARY EXPENSES

- Travel: All travel must be booked using APTA's selected travel management company (TripEasy). If travel is booked outside of the travel management company, expenses will not be reimbursed.
- Airline Fees and Upgrades: All efforts should be made to travel as inexpensively as possible. Fees for upgrading a seat assignment or early boarding should be avoided. Bag fees are reimbursable with a receipt.
- Car Rental: All rentals must be preapproved by the APTA staff contact.
- Opting to Travel by Car or Train: These expenses are reimbursed up to the cost of airfare had the trip been taken via air.
- Mileage and Tolls: Mileage is reimbursed at the IRS rate. Tolls are reimbursable with a receipt.
- Meals: If meals are not provided, then expenses up to $100 per day are reimbursed with receipts.
- Hotel/Housing: All hotel/housing must be booked using TripEasy unless there is a housing arrangement or a master bill. Hotel/housing expenses not charged to a master bill are reimbursable by submitting receipts in SAP Concur.
- Ground Transportation/Taxi/Rideshare: These expenses are reimbursable with a receipt.

PROCESS FOR SUBMITTING FOR REIMBURSEMENT

All expenses submitted for reimbursement must:

- Be submitted through APTA's online expense system (SAP Concur);
- Be submitted within 30 days of being incurred; and
- Be accompanied by supporting documentation of the expense (receipt).

Failure to adhere to these policies and processes may result in reimbursement requests being denied.

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