



# American Public Health Association

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TO: Individuals Traveling on APHA Business

FROM: J. Alan Baker, Chief of Staff

A handwritten signature in black ink, appearing to read "J. Alan Baker", is written over the printed name.

DATE: January 12, 2007

SUBJECT: 2007 Travel Policies of the Association

With the 2007 New Year upon us, I would like to take this opportunity to remind those traveling on Association business of our current travel policies. There are a few policies changes, **but certain rates and per diem** have been modified to properly reflect revised travel costs and the federal government mileage rate. I hope this is helpful when traveling on behalf of the association.

## Mode of Travel

General policy governing selection of the mode of transportation is that the traveler should select the mode, which will be most advantageous of the Association, on balance, between cost and the traveler's ability to perform his/her duties most expeditiously.

## Air Travel

Air travel is the most economical mode of transportation for most business travel. The Association will reimburse travelers for coach fares (or their equivalents). A copy of the e-ticket must be submitted with the travel voucher on the completion of travel. Travel to and from certain areas may require use of feeder or air taxi services. These costs will be reimbursed on presentation of the ticket stub (or e-ticket) as above. **Please read – Administrative Policies Regarding Air Travel on page 3.**

## Other Public Transportation

Rail transportation may, in some cases, be more convenient than air transportation. Travelers who elect rail transportation will be reimbursed for first class accommodations, including parlor car and Pullman room surcharges for overnight travel. Where distance traveled by rail exceeds 400 miles, advance approval is required as air travel is generally more economical to the Association. Original receipts should be retained and submitted with the travel voucher.

In the case of intercity transport, travelers are expected to use the least expensive mode available consistent with reasonable speed of travel. Taxi fares can be reduced if travelers make an effort to find accommodations convenient to their main place of business in a city. No receipt is required from subway or bus usage claimed on a travel voucher.

**Automobile Use**

Private auto may be used in lieu of public transportation if such use is to the advantage of the Association, rather than the convenience of the traveler, or it entails no added expenditure. A brief statement detailing the advantages of auto use should be included on the travel voucher. The rate of reimbursement is based on the federal government rate. For January 1, 2007 the rate is 48.5 cents per mile. Parking charges will be reimbursed, as will tolls, on presentation of receipts. (Auto travel used primarily for personal convenience will be reimbursed at the level of cost of public transportation between the same points). Please note: For those choosing to drive their cars to the airport, APHA will reimburse mileage and parking with receipts in the "Satellite" or "Daily" parking lots. Please utilize the most cost-effective method. "Hourly" or "Valet" parking will not be reimbursed.

**Lodging**

Travelers should make every effort to obtain reasonable hotel rates when traveling on APHA business. The prevailing local rate for single room of moderately priced accommodations will be reimbursed. Actual room charges will be reimbursed providing a receipt accompanied by the travel voucher. In the case of conferences or meetings when APHA has arranged for a block of rooms or for individual accommodations at the meeting hotel, only the pre-arranged cost will be reimbursed. Travelers who use other accommodations out of personal preference are expected to bear any cost differential incurred.

**Meals**

Please note receipts for meals need to be submitted for reimbursement. For each full day in travel status, actual expense for personal meals will be paid up to a maximum of \$50 (for most major US cities) (breakfast \$9.00, lunch \$14.00 and dinner \$27.00) including gratuity and taxes. When partial days are involved, actual costs of meals (up to the limits established above) may be reimbursed for those meals occurring during periods of absence from the home or office required on Association business. Staff may utilize a per diem when on travel status for an entire day (see the Employee Handbook). The current per diem rate is \$50.

When attending group meal functions of a fixed price nature, ticket charges exceeding the usual allowance for each meal (as above) may be presented for reimbursement with the travel voucher.

**Expense in Connection with the APHA Annual Meeting**

APHA policy prohibits Association reimbursement to members for expenses (transportation, lodging, meals, registration, etc.) incurred in conjunction with attendance at APHA annual meetings. This policy applies to all members: including elected officers, program participants, board and committee members. Executive Director approval is mandatory for rare instances when APHA may pay for travel of invited guests to a plenary session at the Annual Meeting.

**Location of Meetings of Organizational Elements**

All meetings of APHA organizational elements will be held at the APHA Building in Washington, DC unless specific approval to hold the meeting elsewhere is obtained in advance from the Executive Director. Such approval will be granted only when the advantage to the Association can be clearly demonstrated.

**Miscellaneous**

Charges for necessary telephone calls in connection with Association business will be reimbursed. Long distance calls must be itemized. The Association does not reimburse for personal services (valet, laundry, movies, personal calls, etc).

## **Administrative Policies Regarding Air Travel**

### **Air Travel Arrangements**

All travel arrangements should be made through TQ3 Navigant International. These arrangements should be made through our agent:

Maybelis Fernandez  
Travel Consultant  
Carlson Wagonlit Travel  
Office Hours 9:00am – 5:00pm (ET)

Toll free (800) 535-9117 ext 3083  
[mafernandez@carlsonwagonlit.com](mailto:mafernandez@carlsonwagonlit.com)

Occasionally, staff or volunteers may have access to discounted tickets or government rates that are not generally available to APHA. In these instances, the traveler can arrange his own travel and submit a receipt to APHA for reimbursement. Note, unless there is a savings to APHA by ticketing elsewhere, travel arrangements should always be made through Carlson Wagonlit Travel.

### **Air Travel Policies**

As a non-profit membership driven association, it is imperative that we make every effort to keep travel costs down. Staff and volunteers must do their part by being especially sensitive to costs and by taking steps to ensure that they make their arrangements early and that they work with our agent to find suitable flights at reasonable rates. It is APHA's policy that staff and volunteers:

### **BOOK AIR TRAVEL AT LEAST 21 DAYS PRIOR TO TRAVEL**

1. If APHA has provided adequate notice, yet a flight has been booked less than 7 days in advance – the passenger may be responsible for paying the difference between the costs. Alternatively, APHA may refuse to ticket the passenger and he/she will be unable to attend the meeting.

Must accept flights into Dulles and BWI if the cost of the airfare, plus ground transportation, is lower than the fare to Reagan National Airport. Please note that APHA will reimburse for taxi fare from any of these 3 regional airports. Travelers are encouraged to use the most cost-effective transportation available, taking time restrictions into account.

2. Whenever possible, include a Saturday night stay to optimize savings. APHA will reimburse hotel/meal expenses if the total combined expenses, plus airfare, result in a net savings of at least \$50 over the regular roundtrip fare without a Saturday night stay. Please note, unless travelers are making their own arrangements for the hotel nights not covered by APHA, they should first check with APHA staff to see if the designated hotel has rooms available on the early night(s) – this can be particularly problematic in April and May.
3. Use e-tickets. Paper tickets will not be issued.

### **Cancellations After Ticketing**

Normally the most economical tickets are "non-refundable," and if the ticket is not used or rebooked before the ticketed date of departure, the full value is forfeited. Travelers using non-refundable tickets will automatically receive an email alert at least 72 hours prior to scheduled departure reminding them that they are traveling on a non-refundable ticket and advising them of the need to rebook alternate reservations to salvage a portion of their ticket.

Please note: attempts to exchange these non-refundable tickets for future dates are very restrictive. Generally name changes are not allowed and tickets must be rebooked within 320 days of the original departure date. Due to change fee costs and travel agency transaction fees, unless the original ticket is worth \$300 or more, it is generally not worth rebooking for tentative future dates, and the full value of the ticket will be forfeited.

APHA volunteers canceling attendance at an APHA meeting who anticipate no further meetings at APHA within 320 days will be contacted by the APHA staff liaison to determine if they or their employer will reimburse APHA for the full cost of tickets under \$300. If the ticket value is greater than \$300 and the traveler is able to rebook for future non-APHA use, the traveler is responsible for reimbursing APHA the full ticket price minus the change fee (currently \$100).

### **Frequent Flier Benefits**

Staff and volunteers may accumulate points or miles on airline frequent flier programs provided that APHA does not incur any additional expenses when booking a specific carrier. If the costs are higher, the traveler must accept the carrier with the lowest available fare.

### **Spouse Travel**

APHA will not reimburse for expenses incurred for spouse travel.

### **Transportation to and from the airport**

All travelers are encouraged to use the most cost-effective ground transportation available, taking into account time restrictions. Reimbursement for ground transportation with receipt.

### **Personal Travel Combined with Business Travel**

Travelers may combine personal travel with business travel, provided the personal segments of the trip are a continuation of the business travel. Often, adding personal travel to the front or back end of a business trip will not result in a higher fare than the original lowest available roundtrip fare for the business portion of the trip would have been. If this is the case, no reimbursement will be required for the personal leg of the trip. However, in cases where adding personal travel to a business trip costs more than the original roundtrip fare, APHA must be reimbursed for the difference.