



Committee Travel Expense Reimbursement Policy: Non-Councilors (*as of January 1, 2020*)

The American Chemical Society endeavors to increase and broaden non-Councilor attendance and service at Council related committee meetings held during the national meeting timeframe. To further this goal, the ACS provides financial support, under the conditions set forth below, for ordinary, necessary, and reasonable transportation, lodging, and meal expenses for non-councilor members, associates, and consultants who request such support associated with their committee attendance and service. This policy for non-Councilors is to conform to the established Councilors Travel Reimbursement Program to provide equitable reimbursement of all committee members while keeping travel expenses for ACS governance at a moderate and reasonable level.

The policy requires:

1. **Submitting a request for support.** This should take the form of the following statement:

"I wish to attend the next American Chemical Society national meeting. Because I shall be involved at the meeting with ACS business, including participation in the meeting of a committee which reports to Council in whole or in part, I request reimbursement through the committee's budget of that portion of my travel expenses necessary for committee business."

The statement shall be sent by the non-councilor committee member, associate, or consultant to their respective committee staff liaison at least two weeks prior to the committee meeting.

2. **Filing of the completed ACS travel expense reimbursement voucher**, available from the ACS committee staff liaison, preferably within 30 days of the meeting.

Reimbursement is based on actual cost and covers transportation, lodging, and meal expenses which are ordinary, necessary, and reasonable to support the committee's normal course of business. Full expense documentation consistent with established ACS travel guidelines (for example, traveler's copy of rail or airline ticket, hotel bill, meal receipts, and taxi receipts) is required. This must be filed within 60 days of the meeting to receive reimbursement. Non-Councilors are encouraged, as are Councilors, to seek alternative sources (for example, their employer or grant) before requesting support from the Society or its units. Expenses reimbursed from another source are not eligible for reimbursement by ACS.

Reimbursement for attendance at the meeting of a committee that meets at times other than at national meetings is determined by committee or ACS reimbursement policies.

AMENDMENTS

- A non-Councilor chair of a committee covered by this policy to attend the Council meeting once per year for the purpose of delivering the committee's oral report is eligible to be reimbursed at a rate of up to twice the amount set for non-Councilor committee members. A non-Councilor chair of the Committee on Science (ComSci) is eligible to be reimbursed to attend the Council meeting twice per year for the purpose of delivering the committee's oral report, as ComSci is required to report orally at each Council meeting. (4/2017)
- A non-Councilor covered by this policy that (1) attends the spring meeting, (2) submits a reimbursement request for an amount less than the limit set for the spring meeting, and (3) subsequently attends the fall

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meeting, may accumulate the difference and apply it to the fall meeting, even though the total exceeds the limit set for the fall meeting. (8/2017)

- A non-Councilor covered by this policy, with multiple Council-related committee appointments that necessitate additional days of travel, is entitled to reimbursement of an additional night's expenses in excess of the limit set for that national meeting. (8/2017)

REIMBURSEMENT SUMMARY FOR COUNCILORS AND NON-COUNCILORS SERVING ON COUNCIL-RELATED COMMITTEES

| | Members, Associates, Consultants, and ConC Liaisons who are COUNCILORS | Members, Associates, and Consultants who are NON-COUNCILORS |
|---|---|---|
| ACS National Meetings | | |
| Transportation | Yes ¹ | Yes ² |
| Lodging and Meals | | |
| Committee and Subcommittee Sessions | Yes ¹ | Yes ³ |
| Remainder of National Meeting | Yes | No |
| National Meeting Registration Fee | Yes ⁴ | Yes ⁴ |
| Council Meeting | Yes | No |
| | | |
| Elsewhere | | |
| Transportation | Yes ² | Yes ² |
| Lodging and Meals | Yes ³ | Yes ³ |
| Maximum allowable Reimbursement ⁵ | Spring - \$ <u>1,574</u> Fall- \$ <u>1,574</u> Accumulation permitted up to \$3,148 annually | Spring - \$ <u>787</u> Fall- \$ <u>787</u> Accumulation permitted up to \$1554 annually ⁶ |

¹A request for support for travel to a Council meeting must be made by the Councilor (or Alternate Councilor) to the appropriate officer of the division or local section at least four weeks before the beginning of the meeting. A Councilor must have attended the Council meeting to obtain reimbursement. The division or local section will reimburse its Councilor for eligible travel costs upon receipt of the Councilor's itemized travel expense information. Within five weeks after a meeting, the unit's Treasurer will certify to the national Society the unit's travel costs for its Councilors, and the national Society will reimburse the unit for the national Society's share according to the Councilors Travel Reimbursement Program.

²Transportation will be reimbursed on an actual cost basis for air in coach or rail (not to exceed the cost of air coach class). Use of a personal vehicle will be reimbursed at the Internal Revenue Service tax-deductible rate for mileage in excess of their normal commute, **provided total does not exceed the cost of air coach class**.

³Lodging will be reimbursed on an actual cost basis at the single room rate for arrival the night before the start of official meeting time. The incremental costs of a room shared with persons not on Society business are not reimbursed by ACS. The cost of meals including tips is reimbursable on an actual cost basis. The incremental costs of a meal shared with persons not on Society business are not reimbursed by ACS. Committee members may opt out of committee sponsored meal functions at their own expense, and proper notification is requested in advance.

⁴ Registration fees are reimbursable under the Committee Travel Expense Reimbursement Policy. If the committee member plans only to attend the meeting(s) of a committee, registration at the national meeting is not required. Registration is necessary if technical sessions and the exposition will be attended.

⁵ This amount is established in the Councilor Travel Reimbursement Program. Total Councilor Travel Reimbursement per meeting is \$1,968, and the ACS share (80%) is \$1,574 per meeting

⁶ A non-Councilor covered by this policy that (1) attends the spring meeting, (2) submits a reimbursement request for an amount less than the limit set for the spring meeting, and (3) subsequently attends the fall meeting, may accumulate the difference and apply it to the fall meeting, even though the total exceeds the limit set for the fall meeting.

The following committees will continue to observe their own reimbursement policy for Councilors and Non-Councilors that attend their meetings: Budget and Finance (B&F); Chemists with Disabilities (CWD); Education (SOCED); Professional Training (CPT); and Younger Chemists (YCC).