

ASMI & ASMMEF  
**Non-Staff Travel & Expense Policy**  
2024

**Contents**

I. Purpose, Scope & Ethics.....	2
II. Enforced Policy .....	2
A. Generally Applicable Rules.....	2
B. Travel Specific Rules .....	3
C. Amenities and Upgrades.....	4
D. Cancelations and Refunds .....	4
E. Reimbursement for Meals and Incidentals .....	5
III. Travel Agency Reservations and Expense Submissions.....	5
A. Travel Agency .....	5
B. Submitting Expense Reports .....	5
IV. Policy Notes .....	5

## I. Purpose, Scope & Ethics

The purpose of the Non-Staff Travel/Business Expense Policy is to outline for volunteers and contractors of ASM International and ASM Materials Education Foundation (hereinafter referred to as ASM International or ASM), a standardized reimbursement and travel process, to ensure ASM's resources are being used effectively and economically.

Note that the ultimate authority for contractors is their contract itself. The terms in this policy should be considered the default rule when contract language is silent.

This policy outlines the procedures, authority, and reimbursement for authorized travel and business expenses of ASM volunteers and contractors. All volunteers and contractors traveling or incurring reimbursable expenses on behalf of ASM must acknowledge the receipt and understanding of this policy prior to any reimbursement submission by signing the [Acknowledgement page](#). For contractors, this can be accomplished through agreeing to the terms in their templated agreement.

All ASM volunteers and contractors are expected to observe high standards of business and personal ethics in the conduct of their duties and responsibilities for ASM. Any person who fails to do so may be subject to discipline or contract termination as governed by the relevant governance or contractual provisions.

**Any deviations from this policy should receive prior approval from the Executive Director of ASM and should be paid for directly by ASM rather than through reimbursement whenever possible.**

## II. Enforced Policy

### A. Generally Applicable Rules

1. Whenever practicable, purchases should be paid directly by the Finance Department. Unless there is a business reason for someone else to make the purchase (i.e., travel arrangements, purchases made while traveling, unusual circumstances, etc.), the Finance Department should handle the transaction directly. **Volunteers should not personally incur expenses if they cannot comfortably bear the expense for up to 30 days from the date they file their expense report, as the Finance Department needs time to process payments.** Contractor payment terms are governed by their contracts.
2. All expense reports should be submitted with required documentation in Concur Expense within 60 days of the date the expense was incurred. Failure to submit the required documentation could result in rejection of the related expenses. **Expense reports received more than 60 days after the expense is incurred will NOT be processed for reimbursement without a signed exemption/instruction from the Executive Director.**
3. Required Documentation:

- a. Always Required – Legible receipt including vendor, location, date, and dollar amount to be reimbursed.
  - b. Sometimes Required – List of attendees in the rare circumstances that reimbursement for multiple people is being requested.
  - c. Incomplete Documentation – Finance will determine whether the circumstances leading to document insufficiency warrant an exception.
4. All expenses on a reimbursement request must be associated to a business unit/department code. Managers/Approvers are responsible for reviewing and verifying every expense and related documentation before approving a reimbursement. **By approving, the approver is attesting a belief that the reimbursement adheres to all applicable policies.**
  5. No one shall seek reimbursement for goods or services provided free of charge, not personally paid for by the claimant, or which will be paid or reimbursed from another source. **ASM will not reimburse purchases made with rewards points or other benefits.**
  6. All expenses, except for those that can only be paid in cash (i.e., reasonable tips to hotel staff), require receipts that include payment information (e.g., last 4 digits of a credit card) to be reimbursed OR a receipt and a copy of the credit card statement showing a matching expense (which can be blacked out/redacted to eliminate information on non-ASM transactions). When cash must be used, the expense report should still include a receipt showing the amount. If it is not possible to receive a receipt, the expense report should include relevant details (e.g., locations traveled to and from in a cash taxi, general meal description and location for cash restaurant, etc.), and a comment stating that the vendor would or could not provide a receipt.
  7. Expenses submitted for reimbursement not explicitly discussed in this document will be evaluated on a case-by-case basis by the Finance Department. Generally, the Finance Department will be receptive when the claimant has shown reasonable effort to comply with the policy.
  8. Exceptions under this policy should be rare. However, if the Finance Department rejects an expense, the submitter may request that the Finance Department issue an Exception Report for the Executive Director to Review. The Finance Department will proceed to issue payment on any undisputed amount while the disputed amount is under consideration.

#### B. Travel Specific Rules

1. Travelers are strongly encouraged to use ASM’s authorized travel agency (the “Travel Agency” – see section III. A.) to make all airline, rail, lodging, and car rental/ground transportation arrangements, where applicable. The cost of booking travel and lodging through the Travel Agency is the maximum that ASM will pay.
2. **Trip, flight, and car insurances are not reimbursable.** ASM maintains insurance it deems necessary, such as a commercial auto policy. Coverage for the auto policy will generally attach if the driver of a rental vehicle has not acted recklessly or illegally. If there is an incident, contact ASM Legal and Althans Insurance Group for assistance with a claim.

3. ASM will reimburse personal car usage for business travel at the mileage rate approved by the IRS subject to the following section. Travelers must carry “Personal Automobile Liability Insurance and Risk of Loss – Personal Automobiles” Insurance on their personal vehicles. ASM does not provide any coverage for damage to personal vehicles used in the performance of ASM business - even when the traveler is on travel status. The auto insurance deductible is the responsibility of the Traveler. Claims for auto damage to personal vehicles should be submitted to the Traveler’s personal auto insurance company.
4. Travelers should evaluate whether it is more cost effective to rent or use their personal car by using the Mileage Calculator worksheet ([Rent vs. Personal Mileage Calculator.xls](#)). The Finance Department will reimburse up to the lower of the two amounts (personal vehicle mileage vs. cost of an Economy-Standard rental) as determined by that worksheet, with a margin of flexibility of \$30 which represents the potential time savings of avoiding the rental process. Expense reports should ideally include a comment as to how the Traveler reached the decision to use one option or the other. Larger rentals may be reimbursed if 4 or more people are traveling together. Gasoline will only be separately reimbursed for rental car users.
5. Parking expenses will be reimbursed for expenses incurred at a lot or garage associated with the Traveler’s business purpose (e.g., the hotel or convention center garage). Valet should only be used when it is mandatory.
6. Travelers may use cabs or ride sharing services when reasonably required for their business purpose. Cabs and car services should not be used when a rental car or flight would be more economical.
7. Lodging at an event’s preferred hotel (i.e., one with a discounted room block close to the venue) is an acceptable choice, even if lodging could be found cheaper through the Travel Agency. When ASM is the event host, lodging should be made through ASM’s Events Department.

C. Amenities and Upgrades

1. One checked bag is permitted every 4 business days of stay (i.e., 1 bag for the first 4 days, 2 bags for 5-8 days, etc.).
2. ASM will only pay up to Economy level for seating. Any flight exceeding 300 minutes is eligible for upgrade to Premium Economy.
3. Wi-Fi is reimbursable for flights over 90 minutes.

D. Cancelations and Refunds

1. No excess benefit should go to a claimant. ASM is entitled to all refunds from costs it has paid.
2. If refunds are not available and a credit is issued, that credit should be used for ASM purposes.
3. Complimentary upgrades and nonmonetary accommodations that are granted to Travelers may be used by them without concern of the previous clauses.

## E. Reimbursement for Meals and Incidentals

1. ASM will reimburse meals and incidentals at the M&IE rates defined by the IRS. A convenient tool to determine the M&IE rate in the city you are traveling to can be found at [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates). This amount is set to cover your meals and any incidental fees. Incidental fees are defined as tips and fees for staff services (e.g., bag carriers).
2. **Only ¾ (75%) of the M&IE rate will be reimbursed for the first and last day of travel.** If travel time on any given day exceeds 8 hours, that day may be reimbursed at 100% of the M&IE rate.
3. Alcohol is not an allowable expense if travel is due to a government grant or contract.

## III. Travel Agency Reservations and Expense Submissions

### A. Travel Agency

Gant Travel Management is ASM's chosen travel agency and the web portal is ASM's preferred method of creating reservations. International travelers should call a Gant travel agent, to make travel arrangements.

Web address: <https://www.concursolutions.com/>

Phone: (877)-924-0303

Those traveling on behalf of ASM need a username and password created for the travel site. Requests for new profiles should be made during the on-boarding submitted to the ASM travel administrator. Requests are submitted by emailing the Travel Administrator (Travel@asminternational.org), the person's full name, email address, and manager responsible for approving their travel.

### B. Submitting Expense Reports

Expense reports should be uploaded to the Concur Expense platform. This can be done by navigating to <http://www.concursolutions.com/>, or by downloading and logging into the Concur App. Travelers are also encouraged to use the Concur App to track their expenses as they are incurred and/or to take and store pictures of their receipts when they receive them to avoid their accidental misplacement.

## IV. Policy Notes

### A. Per Diem

If you have worked at a company that has utilized per diem reimbursements, you may notice that ASM's policy in Section II above is a hybrid approach that incorporates elements of both the "actual expenses incurred" and "per diem" methods of reimbursement. To put it simply, ASM reimburses "actual expenses incurred" for meals and incidentals *up to* the amount of the "per diem".

B. Context and Communications

Any relevant context should be included in one of the “Notes” sections within your Concur expense report. The Traveler and their approver bear the burden of ensuring all necessary context and documentation are within the expense report. Avoid emailing Finance backup whenever possible (Finance will have to upload it to your report themselves).