

Guide to Reimbursement  
for



AMERICAN ASSOCIATION  
OF SCHOOL LIBRARIANS

Travel Expenses

### Who is eligible for reimbursement?

The following people are eligible for reimbursement for travel and other expenses associated with AASL business:

- **AASL Executive Committee members** who are traveling to attend the Fall or Spring Executive Committee Meetings.
- **AASL President-Elect, President, or Immediate Past-President**, when traveling on pre-determined presidential travel rotation to state affiliates or to conferences of other national organizations. See President-Elect Handbook for complete schedule and details.
- **AASL Committee or Task Force members who are traveling by special arrangement** with the AASL Board of Directors. Only committees and task forces that have a pre-approved budget for travel expenses are eligible. Travel reimbursement might be approved when, for example, committees or task forces engage in or offer site visits, an outreach effort, or national training events.
- **Regional Directors or Directors-Elect** who are traveling to state or regional conferences. A representative from each region is to attend two such meetings per year, with a budget of \$250 for food and lodging and \$250 for travel at each meeting. Directors and Directors-Elect should decide amongst themselves how to split the budget and schedule the travel.
- **AASL Publication Editors** who are traveling to the ALA Annual Conference or Midwinter Meeting. The *Knowledge Quest* Editor-in-Chief is eligible for \$1,600 annually (\$800 per conference), while the four Associate Editors must split the same amount (\$1,600 annually, \$800 per conference) amongst themselves. The two *School Library Media Research Journal* Editors are each eligible for \$800 annually, or \$400 per conference, per Editor.
- **Those who are speaking or presenting on behalf of AASL.** This includes speakers at the Licensed Institutes, preconferences, and other separately ticketed events. Each speaker should expect to be reimbursed for the amount stipulated on his or her contract with AASL.
- **Contractors who are working with AASL.** Each contractor should expect to be reimbursed for the amount stipulated on his or her contract with AASL.

### What expenses will AASL cover?

Please note that travelers who are under contract with AASL, such as speakers at the Licensed Institutes, will be eligible for reimbursement of only those expenses which are explicitly itemized in the signed contract. If a contract is in place, it will always take precedence. The following guidelines are just that – guidelines – and may not apply to everybody.

#### **Airfare**

Generally, AASL will reimburse for round trip air travel at the lowest nonstop economy class fare; you should never have to book a flight with stops or layovers if a nonstop flight is available. Those who augment business travel with personal side-trips, resulting in increased costs, will be reimbursed only for the fare incurred for AASL-related business. Any travel

incentives earned on Association business travel may be retained for personal use; however, travel arrangements on specific airlines must be in accordance with the “lowest available airfare” guideline.

Travelers always have the option of booking their own travel, but most also have the option of booking through Experient, the ALA travel agency (Regional Directors, Directors-Elect, and the Editors of *Knowledge Quest* and *SLMR* are not eligible for this offer). Making reservations through Experient allows travelers to directly bill AASL for their travel expenses, reducing out of pocket expenditure. If you would like to take advantage of this offer, please email your AASL staff contact with your name, dates of travel, purpose of travel, and destination. He or she will pre-approve your trip with Experient and notify you when you are able to book your flight; you may do so by calling (800) 323-6222 and speaking to any travel agent. Once again, while booking through Experient is usually an option, you are free to make your own travel arrangements.

Furthermore, members who choose to travel long distances via car, bus, or train for their own convenience or preference will be reimbursed for the lesser of \$500 or what it would have cost them to fly. Those who cannot fly for health reasons will be reimbursed for the actual costs of their travel. A doctor’s written recommendation may be requested.

### ***Ground Transportation***

Ground transportation to and from the airport can be via taxi, van, public transportation, or personal car. Tolls and parking at the airport or hotel will be reimbursed. AASL will also cover taxi rides essential to AASL business during the travel period. As stated above, long distance ground transportation will be covered only in special cases.

Reimbursement for the use of a personal car will be at the current IRS rate, and is subject to change. As of January 1, 2009, that rate is \$.55 per mile with the possibility of another adjustment on July 1, 2009. Please check with AASL staff for the most current rate.

### ***Hotel Accommodations***

AASL will cover reasonable hotel accommodations at the single room rate for all approved overnight stays. As previously stated, extended hotel stays for personal reasons will not be covered. As a general rule, each traveler should make his or her own hotel reservations. There are several exceptions to this rule, including Executive Committee members traveling for Fall or Spring Executive Committee Meetings, contracted presenters at the AASL National Pre-Conferences or General Session, and contracted presenters at the AASL Fall Forum. If you have any questions about this policy, please refer to your AASL staff contact.

### ***Meals***

Meals will be reimbursed on a per diem basis at the American Library Association per diem rate. The current per diem is \$50: \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Travelers will not be eligible for reimbursement if a meal was provided as part of a business meeting. For

example, if you attend a lunch meeting you are only eligible for \$35 for meals on that day. Per diem rates may change.

### ***Luggage***

The American Association of School Librarians will reimburse for airline baggage fees associated with the checking of a single bag, assuming that your time away from home exceeds one night and that the airline you have chosen charges for the checking of your first bag. As of December, 2008, American, Continental, Northwest, Midwest, United, and U.S. Airlines have eliminated the free check-in bag allowance. These standards change frequently, so please check with your chosen airline. AASL will NOT, under any circumstances, reimburse for the checking of a second bag or for overweight/oversize fees associated with either bag.

### ***Other***

Travelers may be reimbursed for reasonable tips, i.e. \$2 per suitcase for skycap, \$1 per bellman, and \$1 per day for the maid. Laundry and valet services are also covered when the AASL portion of the trip exceeds six nights. Furthermore, travelers may request reimbursement for reasonable expenses incurred in the purchase of office supplies, postage, or copies related to Association business.

***AASL WILL NOT reimburse*** alcoholic beverages, personal telephone calls, or entertainment, such as movies, plays, or videos. Furthermore, AASL will not reimburse for travel to and from ALA Midwinter Meetings, Annual Conferences or AASL National Conferences, unless such travel is specifically covered by your contract or stated above.

### ***What is the procedure for requesting reimbursement?***

The majority of travelers should complete and submit the attached "Member/Non-Staff Travel Expense Report", along with supporting documentation. Please be sure to include your social security number for tax identification purposes.

Contractors, speakers, and anyone else under contract with AASL should submit an invoice for the itemized costs of the trip. Please refer to the suggested invoice format (attached) if you have any questions. Also please be sure to include a copy of your signed and dated contract.

ALL TRAVELERS must submit receipts for every expense, with the exception of meals that fall under the per diem amount. This includes receipts for taxis, tolls, parking, copies, supplies, and postage, among others. **Please include airline receipts, even if flights were paid for directly by AASL.** Please tape small receipts to a full size sheet of paper so they do not get lost. Furthermore, if you are requesting reimbursement for mileage, please include a MapQuest or Google Maps printout of your completed journey, including addresses and total mileage.

Reimbursement requests should be submitted as soon as possible following completion of travel. Please also note that the ALA fiscal year concludes on August 31; all reimbursement requests should be submitted before the end of the fiscal year in which the travel took place.

*Can I be paid via direct deposit? How?*

Direct Deposit is available to those who are regularly reimbursed by AASL and expect to receive payment at least six times per year. To set up direct deposit, please complete and submit the attached "ACH Payment Authorization Form" at least a week before you submit your invoice or expense report. Mail or fax the document to the address or number provided. Be sure to include a voided check and proofread all account information. This same form can be used for changes to direct deposit preferences.

When submitting your invoice or Member/Non-Staff Travel Expense Report, be sure to note that you wish to have the funds directly deposited. In this case, include a billing address in lieu of an address for checks to be mailed to.

*Who do I contact if I have questions or comments about reimbursement eligibility, the submission process, or signing up for Direct Deposit?*

Please contact Jordan Mack, the AASL Program Coordinator, Governance and Finance. Her email address is JMack@ala.org and her direct phone line is (312) 280-4382.

# Invoice Example

Susan A. Smith  
123 Apple Rd.  
000-11-2222

January 1, 2009

American Association of School Librarians  
50 E. Huron St.  
Chicago, IL 60611

Speaker Expenses – December 20, 2008  
Licensed Institute, New York City

Professional Fee	\$ 1,000.00
Hotel	\$ 200.00
Per-Diem	\$ 50.00
Travel (gas and tolls)	\$ 30.00

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**\$ 1,280.00**

Regards,

*Susan A. Smith*



**AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS**  
**Member/Non Staff Travel Expense Report**

This form is to be used to report to ALA expenses incurred by AASL members. Please mail this form to:  
**American Association of School Librarians, 50 E. Huron Street, Chicago, IL 60611.**

Name: \_\_\_\_\_

Meeting Attended: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

**All receipts are needed except meals which will be reimbursed at the ALA per diem rate. Please include airline receipts even if travel was booked through the ALA travel service. Tape all small receipts to an 8½ x 11 sheet of paper.**

Expense	Amount
Air Travel	_____
Ground Transportation (including taxis)	_____
Car Mileage*	_____
Tolls, Parking	_____
Hotel (room & tax charges only)	_____

**Meals Not Part of Meeting**

Please indicate the date and circle the meals you are requesting per diem for. *Receipts for meals are not required.* You will be reimbursed the full ALA per diem allowance for that meal.

Date	Breakfast	Lunch	Dinner	Total
	\$10	\$15	\$25	
	\$10	\$15	\$25	
	\$10	\$15	\$25	
	\$10	\$15	\$25	
	\$10	\$15	\$25	
	\$10	\$15	\$25	
			<b>Total:</b>	

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Copies \_\_\_\_\_

**Subtotal** \_\_\_\_\_

**Total Reimbursement** \_\_\_\_\_

Checks should be made payable to:	_____
Checks should be mailed to:	_____
Your signature:	_____

\*If you prefer to drive, please make sure that your trip cost is less than or equal to the lesser of what it would have cost to fly or \$500.00. Please contact AASL for the current mileage reimbursement rate.



AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS  
Member/Non Staff Travel Expense Report

### Check List

Please be sure to submit the following items along with the completed *Member/Non Staff Travel Expense Form* to the AASL Office.

- Complete social security number.
- Original airline receipt (include those flights direct-billed to ALA).
- Original receipt for hotel.
- Original receipts for all taxi's and ground transportation.
- A mileage summary. If you prefer to drive, please make sure that your trip cost (mileage x \$0.585/mile) is less than or equal to the lesser of what it would have cost to fly and \$500.00.
- Original receipts for parking and tolls.
- Original receipts for all supplies, postage, and copies.
- Completed Travel Expense Report.

An original receipt must accompany anything for which you request to be reimbursed, other than mileage and tolls.

Please do not include reimbursement requests in the form of a letter.

\*Note that car mileage reimbursement is dependent on the IRS National Guidelines. The mileage return rate is subject to change. Please check with the AASL office to verify the latest reimbursement rate.

**ACH PAYMENT AUTHORIZATION FORM**

I hereby authorize the AMERICAN LIBRARY ASSOCIATION and the financial institution shown below to deposit my reimbursement request and/or invoice payment into my account. This authority will remain in effect until I file a new ACH Payment Authorization Form.

Vendor Name \_\_\_\_\_

Preferred email address \_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_ ADD - Deposit my payment to the account shown\*

\_\_\_\_\_ CHANGE - Change financial institution and/or account number\*

Account Type: \_\_\_\_\_

Account Number: \_\_\_\_\_

ABA (Routing) Number: \_\_\_\_\_

**ATTACH COPY OF VOIDED CHECK HERE**

Return complete form to: American Library Association  
Accounts Payable/ACH  
50 E. Huron St.  
Chicago, IL 60611

Fax complete form to: (312) 280-3258  
Attention: Accounts Payable/ACH

\*Each account must be prenoted with your bank to insure accuracy. You will continue to receive live checks until we receive account confirmation. The prenote cycle is approximately 5 – 6 banking days.