

ACS Virginia Section Draft Travel Guidelines (Jan. 2019)

Members of the ACS Virginia Section are sometimes required to travel on behalf of the section. Travel has become more complicated in recent years. Airlines now have multiple classes of economy fares (basic economy, economy, economy plus, etc.) on most flights. In addition, the airlines are now charging fees for many of their formerly free services. Hotels have also started offering multiple room levels along with various fees. These travel guidelines are designed to help clarify what types of expenses are considered acceptable for reimbursement by the section. As such, these are recommended guidelines and are not meant to cover every possible travel expense. The goal is to have a consistent policy to assist members when booking travel carried out on behalf of the section.

Airfare

Travelers should book standard economy fares for travel. This fare typically allows for advance seat assignment as well as onboard storage of at least one bag. Tickets should be booked at least 2 weeks in advance to avoid paying higher “last minute” fares. Checked baggage fees are reimbursable but travelers should try to limit to one checked bag. Ticket change and cancellation fees should be avoided. Other fees such as travel insurance or upgrades can be purchased at your own expense.

Hotels

Hotel rooms are often included in the registration fees for many conferences such as the Leadership Institute and BCCE. Registration should be made in advance to make sure rooms are available. If hotel rooms are not included in the registration fee, you are encouraged to book far in advance to ensure getting the group rate at meeting locations. Standard rooms should be booked. However, you can upgrade at your own expense. Only the minimum number of nights required to carry out section business or training. Additional nights can be booked at your own expense. Hotel fees are typically not reimbursable.

Ground transportation

Parking at the airport is reimbursable. Long term parking options are highly recommended. Rental cars are typically not reimbursable. Hotel shuttles should be used for transportation between the airport and hotel if available. However, Uber or Lyft may provide more economical options especially if multiple members travelling together.

Exceptions

There will likely be many cases requiring exceptions to these guidelines. If possible, approval should be requested from the section officers in advance.