



# American College of Toxicology Travel Policy

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1. ACT pays for a least-cost coach airfare, or similar travel options, if the ticket is within approximately 5% of the least-cost fare (i.e., in favor of a nonstop flight, a more convenient airport, or the need for a particular departure/arrival time). ACT asks you to book your flights well in advance to get the lowest airfare. If there are any changes made to the ticket after it is booked that are unrelated to ACT business, you will be responsible for the change fee and the fare difference.
2. Ground transportation costs (taxis, shuttles, etc.) are also reimbursed up to \$85 per day.
3. Personal mileage on privately-owned cars will be reimbursed at the IRS standard mileage rate. Car rental is reimbursable only if public transportation is unavailable and this choice is approved in advance.
4. Rooms may be reimbursed on a cost-basis.
5. Personal entertainment and incidentals, such as a movie, are not reimbursable.
6. Receipts are required for any expense in excess of \$25.
7. Forms should be submitted to the ACT Headquarters within two weeks of the date the expenses are incurred.
8. ACT will reimburse actual meals of up to \$85 per day.