

ASA's

Expense Reimbursement Policy

**Effective December 2013
Revised January 2024**



General Policies

It is the policy of the American Society of Appraisers (“ASA” or the “Society”) to reimburse individuals for necessary and reasonable expenses incurred in the performance of Society related business activities that are consistent with the best interests of both the Society and its members. This policy applies to Board, Committee, and Instructor travel as well as anyone traveling on behalf of ASA with permission from the Chief Executive Officer (CEO).

This document provides broad definitions of the types of allowable expenses that must be reported on an expense report in order to be reimbursed. The Society requires that all reimbursable expenses must be documented on an expense report.

All individuals should comply with the intent of these expense reimbursement policies using common sense and good judgment in determining the propriety of all expenses. Any deviation from these policies not dictated by extraordinary circumstances must receive prior written approval by the CEO. Expenses that fall outside the framework of this policy and without prior written approval by the CEO will be disallowed and not reimbursed.

Failure to comply with ASA expense reimbursement policies is a serious matter and will result in the subject expense report not being approved or reimbursed until such time that the subject expense report is brought into compliance. Significant or repeated violations of ASA expense reimbursement policies will be brought to the attention of the Board of Governors, Executive Committee, Ethics Committee, and legal counsel as necessary and appropriate.

All expense report descriptions must contain sufficient and proper Society related justifications. Expense reports that contain line items with insufficient and/or improper Society related justifications shall be rejected for reimbursement.

Expense Reimbursement Guidelines

Documentation

It is preferable for all expense items to be accompanied by a receipt; however, expense items that are \$25.00 or less may be submitted without a receipt if a receipt is not available. For international travel, a receipt is required for all expenses. Regardless of the inclusion of a receipt, proper Society related justification is still required.

Expense items that are \$25.00 or more shall be submitted with an invoice or receipt attached to the expense report. An original invoice or receipt of the expense item is preferred; however, a scanned or printed copy will be accepted. Examples include an itemized hotel bill, car rental bill, itemized restaurant receipt (i.e. food and drink purchased), etc. Restaurant charges for more than one person must identify the names of all persons attending.

For air travel, the expense must be submitted with an original, itemized receipt showing individual fees to include airfare, upgrades, onboard purchases, luggage fees, etc. after travel has taken place (see below for more information). The Society recognizes that flights are costly. Upon request, reimbursement may be sought sooner than travel takes place. As such, reimbursement will be made under the honor system. If travel is not taken (unless at ASA's request) the individual is expected to reimburse the organization.

Credit card statements are not acceptable documentation except in specific instances where no receipt or invoice is issued. The Society understands the occasional loss of a receipt, and in such cases the individual should document the expenditure with the best evidence available and indicate on the expense report the situation that led to the missing receipt.

Expenses should be submitted for reimbursement as soon as possible after the expense is incurred. Expenses older than thirty (30) days may be delayed in processing or may not be reimbursed.

Calculation of Exchange Rates for Reimbursement

You can ensure full reimbursement of international exchange rates and fees by submitting your credit card statement along with your original receipts. If the credit card statement is not available, exchange rates should be based on the published exchange rate on the date of the expense. Upon receiving the credit card statement, the actual exchange rate should be compared to the estimate utilized and adjusted, if necessary, to the correct amount on the subsequent expense report. [Click here for exchange rates.](#)

Approval of Expense Reports

All expense reports for the Board, Committees, Instructors, and any other travel authorized by the CEO will be submitted to the CEO or a person authorized by the CEO. The CEO, or person authorized by the CEO, is authorized and empowered to question and investigate any expense report for any reason. The CEO, or person authorized by the CEO, will ensure that all expense reports comply with ASA expense reimbursement policies. If the CEO, or person authorized by the CEO, is unable to gain appropriate cooperation from the individual submitting the expense report, that matter will be brought to the attention of ASA's International Secretary Treasurer for disposition.

Persons authorized by the CEO to approve expense reports are as follows:

Chief Operations Officer – all staff and instructors

Chief Financial Officer – all staff

Strategic Partnership Officer, Chief Strategy & Marketing Officer – direct reports

Department Directors – direct reports

Director of Education – instructors

All expense reports must be reviewed and signed by both the individual submitting the expense report and the CEO or person authorized by the CEO. Any expenses not conforming to this policy will be disallowed. The individual submitting the expense report will be given the opportunity to question the decision and provide additional information necessary to remediate any discrepancy.

Payments

All reimbursements for travel will be paid via electronic transfer of funds directly to the traveler's banking institution.

Spending Guidelines

Per Diem Travel

Airline Travel

Airline tickets for U.S. domestic air travel should be purchased no less than thirty (30) days in advance of travel (forty-five (45) days for international travel) and reimbursement will be provided for the lowest available non-refundable fare. If any one segment of air travel is over eight (8) hours, the traveler may book the lowest cost business class ticket (all business class tickets need to be pre-approved by ASA's CEO prior to purchase). Only round-trip tickets may be purchased unless there is a specific business reason one-way tickets are necessary (all one-way tickets must be pre-approved by ASA's CEO prior to purchase).

ASA will reimburse for the following:

- ASA will cover the cost of tickets that allow for seat assignments and a carry-on bag. For example, using United Airlines terminology, travelers may book an "Economy" fare ticket even though "Basic Economy" fares are less expensive.
- One checked bag under the airline's weight limit (no fees will be reimbursed for bags over the airline's weight limit).

ASA will **NOT** reimburse for the following:

- Travel protection plans.
- Priority or in-flight fees to include, but is not limited to, additional legroom, preferred seating locations, internet, entertainment, priority boarding, etc.
- Fees to change a scheduled flight unless the change is unavoidable due to a change in schedule by ASA or the cost to do so is lower than staying an additional day. Travelers who depart early for convenience or change flights for personal reasons are responsible for paying the flight change fee and any difference in the ticket price.
- Fees for TSA Pre, Clear, Global Entry or similar programs.

Ground Transportation

Travelers are encouraged to utilize ride share options, taxi's, shuttles or mass transportation to and from terminals and airports. If less expensive, the Society will reimburse the cost for use of a personal vehicle at the standard mileage rate allowed by the IRS to and from the home airport and the cost of parking during the appropriate time period. Travelers should use the lowest cost parking available at the airport (typically long term or offsite parking). Exceptions may be allowed with pre-approval by the CEO.

ASA will reimburse for the following:

- Transportation costs to and from the home airport.
- Transportation costs to and from the destination airport.
- Use of a private vehicle and parking if less expensive than ride shares, taxis, shuttles or mass transportation.

ASA will **NOT** reimburse for the following:

- Limos, sedans and car rentals unless multiple individuals are using the service, and it represents a more cost-effective alternative than other means of available transportation.

Hotel/Lodging

The Society will reimburse for a single occupancy hotel room and tax for the authorized number of nights including internet access if free internet or Wi Fi is not available. If ASA has not provided for a hotel block or information on where travelers should stay, individuals are asked to use discretion in selecting moderately priced hotels that are safe, reasonably priced, and accessible to the destination. If ASA has provided hotel for a hotel block and/or information on where travelers should stay, individuals should book their stay at the hotel provided.

Meals/Incidentals

The Society will reimburse for meals and incidental expenses pursuant to the per diem rate for meals and incidental expenses provided by the [U.S. General Services Administration](#) for the Continental US and the [U.S. Department of State](#) for International travel. The per diem rate includes taxes and gratuities on meals and incidental expenses such as fees and tips given to porters, baggage carriers and hotel staff. If one or more meals are provided by the Society or is otherwise provided by another group or individual, the traveler shall deduct the per diem amount for the meal (s) provided from the total per diem claim for reimbursement.

ASA does not reimburse expenses for entertainment expenses such as cover charges, theaters charges, sporting events, nightclubs, etc. unless the entertainment event is directly held by or sponsored by ASA.

Personal Car Allowance

Mileage reimbursement for use of one's own car will be at the standard mileage rate allowed by the IRS plus tolls and parking and will only be allowed/reimbursed up to the cost of round-trip airfare (please provide documentation of current airline ticket pricing along with your expense reimbursement form).

In the case of local travel, mileage plus tolls and parking will be allowed.

The standard mileage rate allowed by the IRS is all-inclusive and calculated to cover the total cost of operating a car. ASA is not liable for any insurance deductible in case of an accident incurred while on ASA business.

Meetings and Conference Expenses

Meetings of the Board of Governors, International Committees and any other ASA-related meetings will be reimbursed pursuant to the Per Diem rules noted above. A memorandum specifying the required participants and reimbursement amounts will be delivered to board and committee members in advance of each relevant meeting in sufficient time to make the most economical travel arrangements. Reimbursement begins the night before the first required meeting.

Speakers and the designated conference committee representative at the International Conference will receive complimentary registration to the conference and are eligible to receive honoraria and expense reimbursement in connection with such speaking or facilitating. The CEO will determine the expense reimbursement and honoraria for each speaker as appropriate. ASA will not reimburse any travel related costs for any ASA chapter delegates or representatives.

On occasion, it is sometimes appropriate for ASA members to attend meetings or conferences of other organizations in an official capacity on behalf of an ASA committee. When such occasions arise, all related travel must be pre-approved by the CEO. Reimbursement for expenses related to such travel will be paid from ASA's budget and only if funds are available.

Any questions regarding this policy may be directed to the CEO, COO or the CFO.