

AGU limits reimbursement for travel and other costs to those that are ordinary and necessary in the conduct of Union activities. This form is required of all persons requesting reimbursement of expenses from the AGU. Claims must be submitted within 30 day. Submissions beyond 30 days are at the discretion of AGU.

1. Receipts – **receipts should be submitted for all expenses.** AGU reserves the right not to reimburse expenses that are not documented with original receipts. Should AGU reimburse undocumented expenses, that portion of the reimbursement may be taxable to the recipient. A 1099 may be sent at the end of the calendar year if the total taxable amount exceeds \$600.
2. Air and Train Travel – Fees should not exceed readily available economy class rates. Travelers are strongly encouraged to use book at least three weeks in advance whenever possible. Travel at rates in excess of economy fares will be disallowed unless authorized in advance by a Director level AGU employee or above. Preapproval documentation should be submitted with the reimbursement request. If travel must be combined with non-AGU related, AGU will reimburse only the cost of travel associated with AGU. Separate documentation of the AGU portion of the trip should also be submitted for comparison purposes.
3. Ground Transportation - Expenses for transportation by rental car, taxi cab, car sharing service (i.e., Uber and Lyft) bus, and subway will be reimbursed at cost. Privately owned vehicles which will be reimbursed at the corresponding IRS mileage rate, plus any toll charges and necessary parking fees, provided the cost of travel by private vehicle does not exceed the cost of travel by common carrier. The 2023 IRS mileage rate is 66¢ per mile. Private vehicle travel reimbursement must include a distance calculation from a legitimate source such as Expedia, Google Maps, etc. as documentation.
4. Meals - Reimbursement of meal costs is on an actual expense basis, with daily amounts limited to the IRS daily per diem rate for the area of travel, at the time of travel. IRS per diem rates apply ONLY to the daily limit of reimbursement - receipts must be submitted in order to receive reimbursement. Meals exceeding the daily limits are reimbursable at the discretion of AGU. IRS per diem rates can be found at [Per Diem Rates](#). Expenses covering more than one person should be documented with the names of each individual covered on the receipt.
5. Lodging should be obtained in standard, single rooms wherever possible. Reasonable lodging costs for the period of travel are reimbursable when supported by a detailed hotel receipt. Hotel movies are not reimbursable. Room service and eating from the mini-refrigerator is discouraged because of the inflated prices associated with those services.
6. Travelers are discouraged from submitting alcohol expenses unless specifically related to an organized AGU function. Additionally, AGU does not reimburse personal items such as toiletries, doctor invoices, ATM fees, medicine, and travel insurance.
7. Foreign Travel: When traveling outside the United States and Canada, AGU will reimburse actual expenses, limited to the US Department of State daily per diem rate for the area of travel, at the time of travel. Per diem rates apply ONLY to the daily limit of reimbursement - receipts must be submitted in order to receive reimbursement. Meals exceeding the daily limits are reimbursable at the discretion of AGU. International per diem rates can be found at https://aoprals.state.gov/web920/per_diem.asp.

Documentation of the currency conversion rate for the dates of travel must accompany the reimbursement request.

Instructions

1. Complete name, address, city, state, zip or postal code, of payee, including country if other than USA. If other than an individual is to be reimbursed, please indicate the name of the institution on the space provided for the name and include the name of the individual traveling on the first line of the address.
2. Complete reason for travel (fall meeting, XYZ Committee meeting, XZY Training, etc.).
3. Complete detailed information for each receipt, to include date, description, and amount (by category) of expense claimed. Columns should be totaled and summed, and the sum should be entered on the "Total Expenses" line.

Volunteer Business Travel

AGU utilizes volunteers to execute the mission of the organization. While fulfilling these duties, volunteers may incur travel expenses. The Expense Report Form is used in these instances to reimburse the volunteer. This form is completed by the volunteer with supporting documentation for his/her expenses. An AGU program representative will review the Expense Report and submit it to AP for processing. AGU's previously listed guidelines are applicable to volunteers. Additionally, a volunteer(s) who has incurred business-related expenses should also adhere to the following policies:

1. With the exception of tips, tolls and reimbursed mileage, all business expenses must be supported with detailed invoices/receipts
2. All Expense Reports must be signed and dated by the volunteer
3. All Expense Reports must be approved by the Department Manager/Director that is the staff liaison for the volunteer's activity for AGU.
4. Only one Expense Report form should be prepared for each trip.

A volunteer will not be reimbursed for Expense Reports not meeting the preceding criteria.

Pubs Editor Travel Reimbursement

It is AGU's policy to reimburse Publication's editors for travel reimbursement up to \$3,000 annually. Editors are able to apply for travel related expenses for both AGU and non-AGU meetings. Additional travel reimbursement funding, over the \$3,000 limit, can be granted to editors with the approval of the COO.

A Pubs Editor who has incurred business-related expenses should also adhere to all AGU travel policies. The editor's travel reimbursements are tracked by the Publications department. Once a quarter, the Publications Department will submit an updated tracking report to the Accounts Payable Clerk. The Accounts Payable Clerk will confirm the accuracy of the tracking report by looking up the travel reimbursements, in Intacct, for each editor. The Accounts Payable Clerk will email the Publications Department with any discrepancies in the tracking report. The Publications Department will make any necessary adjustments to the tracking sheet based on the Accounts Payable Clerk's recommendation.

Student Travel Grants

In support of AGU's mission, AGU issues Student Travel Grants that can be applied to AGU related meetings. The amount of these grants is determined by the parameters of the fund from which this grant is distributed. For General Student Travel Grants, domestic students are granted \$500 in travel expense. For General Student Travel Grants, international students are granted \$1,000 for travel expenses. Student Travel Grants are submitted in Intacct as a Check Request by the Science department and follow the previously mentioned procedures for approval and disbursement.

New Vendor Form

AGU will process payment to volunteers via ACH or Wire Transfer. To submit or update your information in our financial system for reimbursement, please use the secure link below to access the New Vendor Form.

[AGU Vendor and Payee Form](#)