

WAFP Policy and Procedure on Travel Expenses

The WAFP will reimburse individuals for travel expenses in specifically defined instances at specifically defined rates. Individuals who travel at Academy expense must submit an Expense Reimbursement Approval Request. Receipts for items listed must be included.

1. Functions to be covered

A. Out of State Meetings

- 1.) ACLF
- 2.) NCCL
- 3.) Ten State Regional Conference
- 4.) Annual Meetings of other Constituent Chapters (IL, IN, IA, MI, MN, and OH)
- 5.) AAFP Congress of Delegates
- 6.) National Conference of Family Medicine Residents and Medical Students (NCFMRS)
- 7.) AAFP State Legislative Conference
- 8.) AAFP Congressional Conference

B. Intrastate

- 1.) Local Chapter Meetings – attending as a WAFP representative
- 2.) Medical School Meetings
- 3.) Providing testimony for legislative matters
- 4.) Committee Meetings
- 5.) Government Agency Meetings

C. Other functions as approved by the President and Board Chair.

2. Who is Reimbursed to Attend Covered Functions (under purview of President and *as budget allows*)

A. ALF

- 1.) President or Designee
- 2.) President Elect or Designee
- 3.) 1st and 2nd Vice President
- 4.) Executive Director and/or Designee
- 5.) Additional Members and staff as selected by the President

B. NCSC

- 1.) One Representative of each of the following 5 special constituencies (as defined by AAFP), selected by the President
 - a. Women
 - b. Minorities
 - c. International Medical Graduates
 - d. Gay, Lesbian, Bisexual or Transgendered

e. New Physicians

C. Ten State Regional Conference

- 1.) President
- 2.) President Elect
- 3.) 1st and 2nd Vice President
- 4.) Executive Director
- 5.) Additional members and staff as selected by the President

D. Annual Meetings of Other Constituent Chapters (IL, IN, IA, MI, MN and OH)

- 1.) President or Designee

E. AAFP Congress of Delegates

- 1.) President
- 2.) President Elect
- 3.) AAFP Delegates (2)
- 4.) AAFP Alternate Delegates (2)
- 5.) Executive Director
- 6.) Executive staff person(s), based on need

F. NCFMRS

- 1.) Resident Delegate (Resident Member of the Board of Directors or designee, as appointed by President)
- 2.) Resident Alternate (Resident Member of the Board of Directors or designee, as appointed by President)
- 3.) Student Delegate (Student Member of the Board of Directors or designee, as appointed by President)
- 4.) Student Alternate (Student Member of the Board of Directors or designee, as appointed by President)
- 5.) Executive staff person(s), based on need

G. State Legislative Conference/AAFP Congressional Conference (2 or as budget allows)

- 1.) President or Designee
- 2.) Executive Director or staff member
- 3.) Committee Chair or designated committee members

H. Intrastate

- 1.) President or Designee
- 2.) Executive Director or staff member
- 3.) Committee Chair or designated committee members

I. Other Functions: Members and staff as approved by the President and Board Chair

3. Extent of Coverage and Travel Policy

The Board of Directors of the Wisconsin Academy of Family Physicians recognizes that board members, officers and WAFP staff may be required to travel or incur other expenses from time to time to conduct association

business and to further the WAFP's mission to promote excellence in health care and to improve the health of the people of Wisconsin through the advancement of the art and science of Family Medicine, the specialty of Family Medicine and the professional growth of Family Physicians. When incurring expenses, the WAFP Board of Directors expects personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend WAFP's money as carefully and judiciously as the individual would spend his or her own funds
- Report expenses, supported by required documentation, as they were actually spent.

A. Transportation Expense

- 1.) Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. WAFP will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.
- 2.) In instances where an individual drives, or uses alternate forms of travel, i.e., boat, private plane or train to a meeting rather than traveling by air, reimbursement will be made at the current allowable IRS mileage rate, portal to portal or coach airfare whichever is less. Note: members will be reimbursed for mileage to and from a meeting if the total round trip mileage exceeds 50 miles. If the roundtrip mileage is under 50 miles reimbursement will not be available.
- 3.) Also included in the travel portion of expenses will be the cost of parking and ground travel to and from the airport, hotel and meeting. Individuals are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:
 - a. Courtesy Cars: Some hotels may have courtesy cars that will take you to and from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available.
 - b. Airport Shuttle: Airport shuttles generally travel to and from all major hotels for a small fee.
 - c. Taxi: When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. A taxi may also be the most economical mode of transportation between an individual's home and the airport.
 - d. Car rentals: As car rentals are expensive, other forms of transportation should be considered before renting a car. Car Rental expense will be reimbursed if it is no more expensive than public transportation, or if it is the only transportation available from the airport to the meeting site. Prior approval by the President is necessary for car

rentals.

B. Registration Fees will be reimbursed for persons authorized to attend meetings by WAFP policy.

C. Hotel/Motel Accommodations

- 1.) Personnel will be reimbursed at the single room rate as defined by the headquarters hotel room rate for meetings that necessitate an overnight stay. Generally, members traveling more than 100 miles one way would be eligible for hotel room reimbursement.
- 2.) \$150 per night will be allowed for overnight stays for intrastate functions unless previously approved by the President.

D. A per diem of up to \$100 will be allowed for meals, tips and gratuities for the authorized WAFP members and staff. ***Meals included in event or program registration will not be reimbursed.***

4. Non-Reimbursable Expenses

WAFP maintains that expenses in any category that could be perceived as excessive will not be reimbursed. Expenses that are not reimbursable include, but are not limited to:

- 1.) Luggage/baggage fees (greater than 1 piece)
- 2.) Travel insurance
- 3.) First class tickets or upgrades
- 4.) Movies
- 5.) In-room alcohol, liquor or bar charges
- 6.) Spa or exercise charges
- 7.) Clothing or toiletry purchases
- 8.) Valet service – without prior approval or if self-pay is not an option
- 9.) Car washes
- 10.) Fines, parking tickets or legal fees
- 11.) Dry cleaning or laundry costs

5. Miscellaneous

Reimbursement for hotel and per diem for the meetings outlined in this document shall apply only for the days the meeting is in session or travel days that are necessary to avoid missing sessions.

6. Donating your travel expenses to the WAFP-Foundation

If you choose to donate your travel expenses to the WAFP-Foundation, please complete the provided section on your reimbursement form. Donations are tax deductible, and WAFP-Foundation will provide you will a tax receipt for such donations upon your request.

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