



## The Histochemical Society Travel Reimbursement Policy

### **INTRODUCTION**

If you travel for HCS-related reasons, we want to provide you with safe travel arrangements so you can have a productive, enjoyable experience. Our society travel policy instructs you on the protocols for a society-paid trip.

### **PURPOSE**

The purpose of this policy is to describe the approval process for journeys, discuss the payment processes for travel expenses and explain our regulations for travel arrangements.

### **TRAVEL ARRANGEMENTS**

Individuals should make their own travel arrangements and are responsible for maintaining travel receipts and requesting reimbursement after the event. Any situation that varies from the policy outlined below should be approved by the Executive Director or society Treasurer in advance of travel.

### **PAYMENT PROTOCOLS**

To receive reimbursement for travel expenses, Council members should submit a disbursement request form along with copies of all receipts. Reimbursements will be made after travel concludes unless a specific request is made in advance. Travel reimbursement should be requested within two weeks of the conclusion of travel.

### **TRAVEL/AIRFARE**

HCS will reimburse advanced purchase, economy class airfare from the home airport to the meeting destination. In the event there are multiple legs of the travel, please confirm the price of a roundtrip ticket from the home airport, provide receipts, and seek approval before embarking on travel. Fees charged by commercial airlines, including baggage fees, main cabin seats within the coach class section, or airport service charges are allowable charges and may be reimbursed as a part of air transportation expenses. However, the number of bags should be reasonable in relation to the business purpose.

Train travel is permitted. Mileage reimbursement is also permitted at the government mileage rate up to 250 miles from the home city to the event.

### **ACCOMMODATIONS**

HCS will cover standard hotel accommodations at the meeting hotel for the duration of the event. In the event that other housing is secured, it will be reimbursed at the meeting lodging rate.

### **MEALS**

HCS provides reasonable funding for breakfast, lunch, and dinner. Receipts must be provided. It is expected that those traveling for HCS will partake of meals provided by the meeting/host organization as much as possible. Other meals will be reimbursed but not to exceed the government per diem for the location.

### **OTHER EXPENSES**

Any person traveling on behalf of HCS who incurs expenses not outlined in the above policy should seek reimbursement approval in advance.

**SPEAKER TRAVEL**

Individuals invited to represent HCS at an event or invited to speak at an HCS meeting will be reimbursed for advanced purchase, economy class travel to and from the meeting. Hotel will be provided or reimbursed for the duration of the meeting at the meeting hotel rate. Speaker travel policy may vary by meeting but will be clearly outlined in a speaker agreement letter which will be presented upon acceptance of the speaker's invitation. The instructions provided in invited speaker letters take precedence over any other details specified in this policy as they will be event-specific. All speaker travel reimbursements must be accompanied by receipts.

**Travel Insurance:** HCS will cover the cost of travel insurance for those traveling internationally. This coverage ensures the well-being and peace of mind of our representatives during their travels abroad.

**Business Class:** For international flights exceeding 8 hours, HCS representatives may be eligible for an upgrade to business class. This upgrade is intended to enhance comfort and productivity during extended travel and will be approved at the discretion of the Executive Director. Requests for upgrades must be submitted prior to travel.

**Approved by Council: July 2024**