

American Chemical Society
Division of Chemical Education
Travel Reimbursement Policy
(approved by ExCom Nov. 2021; revisions approved March 2024)

Introduction

The Division of Chemical Education, Inc. (“CHED”) will provide reimbursement for reasonable and necessary expenses incurred in connection with approved travel on its behalf. Individuals seeking reimbursement should

- submit only those expenses not to be reimbursed by another organization;
- prioritize minimization of expenses by making travel arrangements in advance to avoid premium pricing.

Travel expenses submitted for reimbursement that do not comply with this policy and the procedures below will not be reimbursed.

These policies apply to travel expenses associated with governance activities of CHED and other travel as authorized by the Executive Committee or awarded by CHED committees.

Allowable Expenses

Reimbursable expenses include:

- Lodging (including hotel parking)
- Meals and Incidentals
- Travel to/from meeting (commercial airfare, mileage, train, bus)
- Ground transportation
- Baggage fees
- Additional expenses (parking, tolls)
- Conference registration fees

Individuals must adhere to these policies in order to secure reimbursement:

- Lodging, meals, and incidentals will be reimbursed using the [federal per diem rates](#).
- Ground travel will be reimbursed using the [federal mileage rate](#) for a personal car. The maximum total mileage that will be reimbursed for any trip is 900 miles.
- There is no reimbursement for rental cars at the destination or any related expenses.
- Air travel will be reimbursed only for coach/economy airfares. Business and first-class fares are not reimbursable.
- Reimbursement for rail or bus travel will not exceed the equivalent airfare.
- Each expense must be documented with an itemized receipt showing payment, including meals. Pre-paid travel expenses are not available.

Expenses Related to National Meetings

Travel reimbursement related to National Meetings is authorized only for members of CHED Executive Committee, Finance Committee, Board of Publication, Board of Trustees, National Meeting Program Co-Chairs, and individuals expressly invited to attend the Executive Committee meeting by the Division Chair. Allowable expenses (e.g., the number of nights’ lodging and per diem) vary according to the governance role of the member. Members should consult this [table on the CHED website](#) for travel guidelines specific to their role, *prior to incurring any travel costs* as it is the responsibility of the member to know what travel expenses are/are not reimbursable given their respective role in CHED.

Exceptions

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing, or by email, and approved by the Treasurer prior to the expense being incurred. The Treasurer will provide an annual report to the Finance Committee indicating the number of requests for exceptions in the previous year, the number of such requests that were granted, and the total dollar amount of exceptions.

Payment

Travelers must submit a Travel Reimbursement request and required receipts within 21 days of completing the trip using the [form on the CHED website](#).

- All payments to U.S. addresses will be sent by check from Chase Bank.
- Allow 2 weeks for reimbursements to be processed.