

AIR TRAVEL POLICY

Effective January 1, 2018, all CME faculty are required to use the Academy's travel agency, CorpTrav/FROSCHE for airline tickets. The Academy no longer reimburses tickets purchased independently and submitted on expense reports.

This policy was implemented for several reasons:

- **Safety of our travelers.** In today's climate it is critical that the Academy is aware and informed of where our volunteers are traveling and can assist them if necessary. If there is any disturbance in your travel schedule, CorpTrav/FROSCHE will be able to help you get to your destination, or find alternative options 24/7.
- **Minimizing the steps for reimbursement.** You will no longer need to submit documentation for tickets and wait for your expenses to be approved and reimbursement processed.
- **No out of pocket costs.** You will not be required to pay anything upfront for your ticket. The bill will come directly to the Academy.
- **Earn miles.** You will still be able to earn airline miles on all tickets.
- **Cost containment and budgeting.** CorpTrav/FROSCHE is well-versed in the Academy's travel policy. They can help you make travel decisions within the Academy's guidelines. They also provide the Academy with timely reports, ticket averages and cost-comparisons giving us a true picture of costs on a timely basis. This is also critical to helping us budget effectively in the future.

Many of you already use CorpTrav/FROSCHE. For those that haven't in the past, hopefully this new procedure will simplify ticketing for you. Information on setting up a travel profile can be found at [Travel Profile](#).

Round-trip travel should be booked on one airline whenever possible (the same airline going and returning). **The maximum standard round-trip flight cannot exceed \$725.** If a ticket exceeds \$725, CorpTrav/FROSCHE will contact AAOS staff to authorize issuing the ticket. We ask that you purchase your discounted non-refundable and non-transferable main cabin coach class tickets for scheduled meetings at least 21 days prior to travel to yield the lowest fare available. Non-refundable does not mean that the ticket can't be changed. If a non-refundable ticket is cancelled, CorpTrav/FROSCHE will receive credit for the cost of the ticket, to be applied to future travel for the same individual on the same airline. The airlines will apply a change fee.

The fee to book the ticket is \$7 if the ticket is purchased online and \$27 if acquired over the phone – i.e., agent-assisted booking. There is an additional \$25 charge for agent-assisted booking if done after hours, between 7:00 pm-7:00 am. Other fees may apply depending on the circumstance. **Please keep this in mind when making reservations.**

AAOS will reimburse for the additional fees charged by the airlines for checked bags up to a two bag maximum. Overweight baggage fees will not be reimbursed. Flight changes will be reimbursed up to \$200 per round trip. Travel or flight insurance will not be reimbursed.

Airline tickets can be booked online through the [CorpTrav/FROSCHE website](#) or by phone at 1-800-318-3846. **The 8-digit budget code for this course is #3389-5851.**

If you need assistance when booking online, call the agent team at 630-656-6605, or email at AAOS@frosch.com.