

**KEY REIMBURSEMENT INFORMATION FOR CME COURSE FACULTY**

Reimbursable Items	Non-Reimbursable Items
<b>Transportation</b>	
<ul style="list-style-type: none"> <li>Effective January 1, 2018, volunteer travelers are strongly encouraged to use CorpTrav, AAOS' official travel agent, to make their travel arrangements for AAOS business.</li> <li>Wi-Fi usage on flights</li> <li>Baggage fees up to a maximum of two bags.</li> <li>International (Non-North America) faculty can travel Business Class. If needed, one day of travel before/after the course is also reimbursable.</li> <li>Taxi, Uber/Lyft or shuttle transportation to and from airports.</li> <li>Personal automobile travel at the <b>current</b> published US Government IRS rate per mile.</li> <li>Rental car expense <u>if</u> prior approval received from course coordinator. Information on ancillary expense coverage will be provided with approval.</li> </ul>	<ul style="list-style-type: none"> <li>Use of a private airplane is strongly discouraged due to liability issues.</li> <li>Airline upgrade certificates or purchases (for example: Economy Plus Coach, Main Cabin Extra, Business or First).</li> <li>Airline baggage overweight fees.</li> <li>Rental car expenses not previously approved.</li> <li>Gas for personal automobiles as this is included in IRS mileage rate.</li> </ul>
<b>Lodging/Meals</b>	
<ul style="list-style-type: none"> <li>Lodging at the Academy's group rate for a <b>standard room</b> during your participation at the course (includes night before through night of last presentation, as required for travel arrangements).</li> <li>Meals (maximum of \$125 per day.)</li> </ul>	<ul style="list-style-type: none"> <li>Add-on travel expenses including, but not limited to additional nights and suite upgrades.</li> <li>Meals taken in lieu of Academy-provided or sponsored meals.</li> </ul>
<b>Miscellaneous Expenses</b>	
<ul style="list-style-type: none"> <li>Telephone calls up to \$25 per day.</li> <li>Internet service based on hotel's standard charges.</li> <li>In-room movie (1 per day) or use of hotel fitness center.</li> <li>Customary gratuities for baggage handling, taxis, maid service, meals, etc.</li> <li>Valet laundry service up to \$50 when travel covers seven consecutive days.</li> </ul>	<ul style="list-style-type: none"> <li>Expenses incurred by or for faculty spouses, family members, or guests.</li> <li>Personal items such as faxes, valet services and recreational activities.</li> <li>Syllabus or presentation preparation/copying/shipping.</li> <li>Personal expenses such as childcare, pet care, entertainment and toiletry purchases.</li> </ul>
<p>Original detailed receipts are required for <b>each</b> travel expense item that is \$25 or more, but the traveler is encouraged to obtain receipts for all expenses. As required under IRS guidelines, receipts should be itemized (for example, a restaurant receipt should show individual food and/or beverage items). Names of attendees must also be listed.</p>	

Please also reference the AAOS [Travel Policy](#) for any additional questions.