

PQRI Academic Volunteer Reimbursement Guidelines

General Policy

Reasonable and customary “out-of-pocket” and other expenses that are incurred by PQRI academic volunteers to support Institute functions may be reimbursed (please see Per Diem and Capped Reimbursement Section) to the extent that such expenses are not covered by the individual’s institution or another source (not including the individual’s personal finances).

Reimbursement of travel expenses are limited to reasonable and customary expenses that occur over the minimum amount of travel time necessary for the individual to participate in the PQRI meeting or event.

Airfare

PQRI volunteer participants requesting reimbursement for airfare will be required to purchase their tickets at least 21 days in advance of their departure date to receive associated discounts for early purchase. Participants not abiding by this policy may not be reimbursed for the difference in cost between their ticket and the same ticket bought 21 days in advance. At all times, PQRI volunteers will be encouraged to keep their airfare as reasonable as possible by flying at other than prime travel times.

PQRI will only reimburse coach fares. Additional costs for business class or first class tickets are the responsibility of the participant.

Personal Automobile or Alternative Transportation

If travel to a PQRI function is done using the participant’s automobile or a rental car, the expenses for this transportation will be reimbursed at the current usual and customary per mile rate (for personal auto) or reimbursement of reasonable (i.e., a compact or mid-size vehicle) rental car expenses. Expenses for other forms of alternative transportation (bus or train) to the PQRI event can also be reimbursed. In any case, the maximum automobile or alternative transportation expense cannot exceed that permitted for round-trip airfare reimbursement.

Hotel or Lodging

PQRI volunteers may submit receipts for lodging expenses for reimbursement for amounts up to \$150 per night, as set by the federal reimbursement guidelines (<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd04d.xls>), plus attendant local taxes. Incidental expenses such as laundry, telephone calls, movies, entertainment or health spa will not be reimbursed. The reimbursement will cover only lodging for the period of nights that the volunteer is required to be in attendance at the PQRI meeting/event. Where staying additional nights, e.g., a Saturday night stay, can

result in considerable savings on the total of airfare, hotel, and food, the additional nights will be reimbursed.

In instances where academic participants are attending PQRI planned functions and the hotel rate exceeds the \$150 per night limit set above, the participant will be reimbursed for the negotiated hotel rate for that planned function.

If airline/train schedules permit travel and arrival on the morning of the meeting and departure after the meeting, no hotel reimbursement will be made to the participant.

Meals

For meals that are not provided in association with the PQRI event, the volunteer may receive reimbursement of meal expenses of up to \$51, per 24-hour period of travel, as set by the federal reimbursement guidelines

(<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd04d>). Charges for alcoholic beverages will not be reimbursed, including wine purchased with a meal.

Miscellaneous Expenses

Other reasonable and customary expenses such as ground transportation (e.g., taxi cab, shuttle, metro) or parking will be reimbursed. Expenses for a rental car will generally ***not*** be reimbursed unless it can be shown that use of a rental car reduced the total expenses associated with ground transportation used in association with the PQRI meeting/event.

In the case of expenses incurred for miscellaneous charges resulting from the preparation for a presentation to be given at a PQRI event, **reasonable** expenses (e.g., preparation of slides, copying, etc.) incurred will be reimbursed. Other miscellaneous presentation expenses (e.g., A/V, or other special or unusual requests) should be discussed with the PQRI Executive Secretary in advance of the expenditure/meeting.

Per Diem and Capped Reimbursement

The per diem reimbursement for normally scheduled travel for hotels will be \$150 per night (plus appropriate taxes) and \$51 per day for meals totaling a maximum of \$201 per day, as set by the federal reimbursement guidelines

(<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd04d.xls>) to be reimbursed in any 24-hour period. In all cases where a maximum reimbursement amount has been established for an event, PQRI will not reimburse any expenses (even those considered reasonable and acceptable as outlined within this document) over this maximum amount. Volunteers will be notified of this maximum reimbursement amount at the time of the scheduling of the PQRI special event.

Expense Reports

Reporting of all travel and other “out-of-pocket” expenses must be completed in a timely fashion and must include appropriate documentation of all expenses incurred. An expense report form is available from PQRI. A suitable document that clearly itemizes

the date, amount and source of each expense and expense category is an acceptable alternative to the PQRI expense form. In either case, the expense report should clearly list the total for all expenses to be reimbursed. Original, verified receipts for each expense over \$10 must accompany all reports.

Standard practice should be to file an expense report with the PQRI office not later than three (3) weeks after the expense has been incurred. Expense reimbursement requests more than six (6) months old ***may not*** be processed and reimbursement requests received after more than one (1) year ***will not*** be processed.

When reimbursement of travel or other expenses have already been given to the volunteer by another organization or his/her employer, it is the responsibility of the individual to clearly indicate this fact on the expense report and to indicate to whom a reimbursement check should be written.