National Roundtable Volunteer Reimbursement Guidelines

The American Cancer Society covers reasonable travel, lodging, and incidental expenses for the Executive Leadership Team, Steering Committee, and other designated ACS roundtable volunteer event faculty (e.g., speakers, moderators, and other volunteer participant roles) for participation in its in-person National Meeting, summits, and retreats. Please note, financial support for travel costs associated with ACS roundtable events will be determined as the budget resources allow.

When seeking reimbursement for travel costs, volunteers should request and save itemized receipts for all expenses. We appreciate your attention to these guidelines and the following policies to ensure the appropriate and economical use of donor funds.

COVERED EXPENSES

Travel

- Meeting related air or rail travel must be booked using Concur, the online travel booking tool provided by ACS.
- Personal travel may not be booked through ACS resources. This includes incurred costs and travel changes to existing business trips due to personal reasons.
- You can be reimbursed for (1) one checked bag each way of your trip.
- Individuals must book the lowest total cost air travel with the following conditions:
  - There is no more than one interim stop each way.
  - The total layover time does not exceed two hours on any one way.
  - Ensuring arrival and departure times are met as outlined during meeting registration.
- Any flight issues or changes can be handled directly by calling BCD Travel at 1-866-578-7517 from Monday – Friday, 8 AM - 5 PM ET. Follow the same steps for afterhours emergencies using the ACS reference code **24PA**, if prompted.

Ground Transportation

- Self-parking at your home airport, train station, and/or at the hotel will be eligible for reimbursement. Valet parking is reimbursable if self-parking is not available.
- Reimbursable transportation only includes travel to the airport, travel from the airport to the meeting location, travel from the meeting location to the airport, and travel from the airport to your final destination. Other travel outside of these specified trips is not reimbursable (e.g., transportation to restaurants outside the meeting venue).
- Individuals should use a hotel shuttle bus, airport shuttle bus, taxi, ride share, or personal car based on the lowest-cost option available that is safe and logical and that meets travel time needs.
  - Lyft Pass – Often ACS will partner with Lyft to provide prepaid ride passes for its meetings. When a Lyft Pass is offered, it's strongly encouraged that you take advantage of this option.
  - Personal car mileage – Volunteers can be reimbursed for meeting-related miles driven using their personal vehicle. Reimbursement will be paid at the IRS determined standard mileage rate of 14 cents per mile.
  - Taxi – ACS does not reimburse taxi gratuities exceeding 20% of the trip fare.
  - Ride Share – ACS does not reimburse ride share gratuities exceeding 20% of the trip fare.

Lodging

- Meeting related lodging must be booked using Concur, the online travel booking tool provided by ACS.
- Personal lodging may not be booked through ACS resources. This includes reserving additional room nights bookending the meeting dates.
- Individuals are responsible for incidental charges upon check out.

Meals

- When a meal is provided as part of the meeting program, individuals will not be reimbursed for meals eaten elsewhere.
- For meals not provided during the conference or during your travel, they shall be reimbursed up to the following price caps listed below. (Pricing is based on meal and incidental expense guidance from the U.S. General Service Administration) Please note, these amounts are not a per diem.
  - Breakfast – up to $18 per meal
  - Lunch – up to $25 per meal
  - Dinner – up to $40 per meal
- ACS does not reimburse for meal gratuities exceeding 20% of the total food and beverage costs.
- Alcoholic beverages are non-reimbursable. If ordered with your meal, they should be paid for on a separate check.
- Meal receipts should be itemized.
- Meal reimbursement is for the roundtable volunteer only. If dining in a group, please request a separate itemized check for your meal.

The following expenses are not eligible for reimbursement:

- Snacks – including coffee and beverages unless replaced as a meal (i.e., breakfast/lunch)
- In-flight phone calls, internet service, or entertainment
- Recreational activities
- Flight change fees (if you have a special circumstance, please reach out to your ACS staff partner)
- In-room long distance phone calls, movies, internet, or room service
- Alcoholic beverages

Reimbursement Process

Volunteers who incur roundtable-related expenses are required to submit those expenses for reimbursement as follows:

1. Thoroughly review the ACS National Roundtable Volunteer Reimbursement Guide to determine what you can and cannot request reimbursement for.
2. Complete the ACS Volunteer Reimbursement Form with all applicable information. Include images of all original, itemized receipts – credit card statements are not accepted. Expenses submitted without an original, itemized receipt will not be reimbursed. If payment should be made to an organization instead of individual volunteer, please notate that clearly on the form.
3. Use this link to submit your form & itemized receipts within 30 days after the expense was incurred. Expenses submitted more than 60 days after the date they were incurred are not reimbursable per IRS guidelines.
4. Volunteers will receive an email notification indicating their reimbursement requests is being processed, and a notification when the payment has been issued.

Please Note:

- Individuals requesting over $600 in cumulative reimbursement from ACS over the course of a calendar year, will be required to complete a W9 form per IRS guidelines. Individuals will receive an email from do_not_reply@cancer.coupahost.com with the subject line: *Profile Info Request* that will enable them to complete any additional fields needed for their profile and to submit a completed W9 via secure link.
- Generally, reimbursements are paid via a mailed check. If volunteers elect to be reimbursed via ACH/Direct Deposit – a secure link will be provided for them to enter banking information. A W9 is required for this type of payment regardless of the payment amount. Direct deposit setup only needs to be completed once, but if you need to update banking information at any time – please notify ACS roundtable staff and a new secure link will be sent to you via email.

These are condensed guidelines for ACS roundtable volunteer reimbursement. Links to the full comprehensive ACS Volunteer Travel Policies documents are linked below for reference. If you have any questions about reimbursement, please consult with the ACS roundtable team.

- Volunteer and Staff Travel Policy
- Volunteer and Staff Travel Policy FAQs