



Travel & Reimbursement Best Practice Guidelines

(Document updated 8/28/11)

SCHEDULING TRAVEL

The following guidelines were established to assist in acquiring the best price possible.

- Minimum 21-day advance purchase of airline tickets is required *unless prior approval is given* for an exception. Please avoid purchasing travel less than 14 days when possible.
- All airfare purchases above **\$700** require approval and authorization. (See Financial Policy for details)
- **Carlson Wagonlit Travel** (CWT) must be used to assist in scheduling airline, hotel, and car rental to remain in compliance with ASHI Travel Policies. It is permissible to do own research for best time/price and request CWT to book that flight. (If they are able to honor the request they do.)
- **Carlson Wagonlit Travel** (CWT) phone number is 1-877-251-3296.

BEST PRACTICES – REIMBURSEMENTS REQUEST

Please review the best practices guidelines for travel reimbursements. These guidelines were developed for efficient processing of your request and to meet the requirements of the auditors.

- Receipts are required.
- Bank or credit card itemized account activity statements are **not** accepted.
- Back up is required for itemized requests. Please provide explanation for any missing receipts.
- All requests must be submitted within 30 days of the ASHI related travel.
- Fax copies are accepted however, in the event a receipt cannot be read a request to receive the actual receipt will be made. This will result in the delay of processing your request.
- All requests must indicate the purpose and month of the travel on the reimbursement form.
- Reimbursement for mileage request must be accompanied by mileage documentation. Google Maps or MapQuest both provide options to email and print mileage verification.
 - <http://maps.google.com/maps>
 - <http://www.mapquest.com/>
- Request must be submitted to ASHI Staff Offices as indicated on the reimbursement form.
- Check the ASHI web site at www.ashi-hla.org/travel for the most up-to-date version of the form. (It is advised that you book mark this page for your convenience.) Please delete old forms saved on your computer. Any form older than 2011 may delay the processing.