



Travel and Expense Reimbursement

Official travel (on behalf of the MSTS) must be approved in advance by the Executive Committee. Official travel shall be limited to identified meetings or functions where an assigned individual specifically represents the MSTS, as defined by the Executive Committee. No one shall be reimbursed for travel without prior authorization. Members are not eligible for reimbursement for travel to the Annual Meeting or to Specialty Day at the AAOS Annual Meeting.

Airfare

Round-trip travel should be booked on one airline whenever possible. Discounted non-refundable and non-transferable coach class tickets for scheduled meetings should be purchased at least 21 days prior to travel, as this will generally yield the lowest fare available. Upgrade purchases, such as business and first class fares, are not reimbursable.

Individuals traveling on behalf of the MSTS can travel business class on all international trips. (For purposes of this policy, flights to/from Canada, Hawaii, and Alaska are considered domestic.)

MSTS 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 \$150 per round trip.

Use of a private airplane is strongly discouraged due to liability issues as MSTS' insurance will neither cover the volunteer traveling aboard a private airplane on Society business nor the Society.

Automobile

MSTS will reimburse individuals traveling in conjunction with MSTS business via personal automobile at the published Internal Revenue Service (IRS) rate per mile. If a personal vehicle is used in lieu of airline travel, mileage reimbursement may not exceed the cost of the commercial 21-day discounted coach airfare. Automobile rental for travel in conjunction with MSTS business is discouraged strongly. Hotel shuttle vans and taxis are the preferred mode of ground transportation.

Meals

MSTS shall reimburse individuals for meals in conjunction with official MSTS business at a rate of \$125 per day, excluding those meals provided by MSTS. MSTS shall not reimburse for meals taken in lieu of MSTS provided or sponsored meals, or for meals after travel has concluded (i.e., after return flight).

Other Travel Expenses

MSTS shall reimburse individuals for usual and customary miscellaneous expenses related to travel in conjunction with MSTS business. Allowable expenses in this category include:

- Internet usage based on hotel's access charge and reasonable cost
- Customary gratuities for baggage handling, etc.
- Ground transportation to and from airports

Hotel

Lodging accommodations should be made at mid-price hotels, such as Starwood, Hilton, Marriott, or Hyatt properties. MSTS will reimburse lodging expenses up to \$250 per day including all taxes, with the exception of hotel stays in New York, Washington D.C., and San Francisco, which are reimbursable at a maximum of \$400 per day including all taxes. Master accounts at hotels shall only cover the room and tax. Any other incidental expenses shall be paid by the traveler and claimed on the expense voucher, if appropriate.

Personal expenses are not reimbursable. Examples of personal expenses include, but are not limited to, child care, pet care, entertainment, and toiletry purchases.

Expense Reporting

Requests for reimbursement must be submitted on a MSTS Expense Voucher Form. All charges, except tips and tolls, require a receipt supporting the expense. Any amounts greater than \$25 without proof of purchase shall be reimbursed at the \$25 maximum. As required under IRS guidelines, receipts for meals shall be detailed showing individual food and beverage items. Hotel receipts shall include detailed room charges.

Expense reports (with attached receipts documenting all costs of \$25 or more) are due to the MSTS office within 30 days of the completed travel. This ensures timely reimbursement and accurate record keeping. Reimbursement checks are typically issued within 10 business days of receipt of vouchers.