

**Travel Reimbursement Policy**  
Duke Alumni Association Board of Directors  
October 2009

**Statement of Principle**

In 1983-84, the board of directors of the Duke Alumni Association adopted the principle that the demographic characteristics of the board should be consistent with those of the entire alumni body. In order to facilitate this mandate, the board recommended that funds be budgeted to assist with travel expenses to ensure that participation be truly representative of the alumni body.

**Policy**

Actual expenses for travel, defined as transportation only, to any official meeting of the Duke Alumni Association Board of Directors or its standing committees may be reimbursed. In addition, the Office of Alumni Affairs will make arrangements and pay for hotel accommodations (including hotel taxes) for each executive committee member for the nights required to participate fully in the meetings on executive committee weekends only.

Some unreimbursed expenses for volunteer service are tax deductible. At a board member's request, the DAA can provide a letter stating the dates of attendance for tax purposes. If a board member chooses not to be reimbursed for board travel, please refer to IRS regulations for eligibility.

**Implementation**

This policy applies to travel on a regularly scheduled common carrier by air, train, or bus. Mileage for travel by personal vehicle will be calculated and reimbursed at the current university-approved rate, up to 550 miles, round trip.

Airline, train, or bus tickets will be reimbursed up to \$300 for those originating in the Eastern and Central time zones and up to \$500 for those originating in the Mountain and Pacific Time zones. Reimbursement is allowed for one piece of checked baggage each way at the current rate. All limits refer to round trip costs.

University regulations require that you submit an original or photocopy of the e-ticket/itinerary, checked baggage receipt, and original boarding passes if available.

Please submit the DAA BOD Travel Expense Reimbursement Form (link is noted below): <http://www.dukealumni.com/olc/pub/DUKE/filemanager/Board/docs/TravVoucher.pdf> along with your paperwork and receipts **within 30 days of the date of the board meeting** to Angela Karl, Duke Alumni Affairs, Box 90572, Durham, NC 27708-0572. Due to the nearness of the Spring meeting date with Duke's fiscal year-end, receipts for reimbursement must be provided no later than June 1.

Your reimbursement check will arrive directly from Duke's accounting department (not Alumni Affairs) with this return address: Duke Corporate Accounts Payable, Box 104131, Durham, NC 27708.

**Duke Magazine Editorial Advisory Board**

This policy shall also be in effect for all members of the Editorial Advisory Board of *Duke Magazine*.

**Non-reimbursable Expenses**

Below is a list of non-reimbursable expenses:

- Airport or other parking, taxi, limousine, rental car fees and gasoline charges
- Hotels rooms and taxes
- Meals, outside those included as part of the Board meeting
- Cleaning, pressing, and laundry
- Airline and other trip insurance
- Travelers check fees
- Personal items (toiletries, barber, shoe shine, etc.)
- Personal telephone calls, unless necessary due to change in schedule
- Repairs on personal automobiles
- Traffic violations
- Loss or theft of personal property
- Movies, newspapers, books, beverages, snacks, spas, health clubs, and room mini-bars
- Spouse/partner accompaniment, unless fulfilling a necessary Board-business purpose

(Revised 10/06/2009)