

**FORM 1**  
**American Accounting Association**  
**By-Laws and Expense Policy Transmittal**

From the \_\_\_\_\_ Section / \_\_\_\_\_ Southeast\_Region [fill in one]

As approved by Council in March 1998, Sections and Regions have been requested to send a copy of their most recently amended set of By-Laws to AAA headquarters.

A.  Enclosed is a copy of the most recently amended By-Laws for the Section or Region.

A copy is not enclosed. Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. The AAA's auditor has suggested that each Section and Region be asked to establish reimbursement policies pertaining to travel and other expenses of Section and Region officers. Except as may be indicated below, the following suggested standard policies apply to the Section or Region:

1. Vendor invoices for goods or services, and reimbursement requests from officers/members for travel or other expenses, should be approved in writing by Secretary/Treasurer of the Section or Region (or, if there is no Secretary/Treasurer, by the President/Chair) before submission to headquarters for payment. Reimbursements to the Secretary/Treasurer should be approved by the President/Chair of the Section or Region. If there is no Secretary/Treasurer, reimbursements to the President/Chair should be approved by the next highest ranking officer or supported by a board resolution authorizing the expense.
2. Payments for expenses incurred through the headquarters staff on behalf of the Section or Region will be reported monthly to Secretary/Treasurer for review and approval.
3. Section/Region reimbursement policy should generally be consistent with the following AAA policies and any exceptions should be approved by the Section's or Region's governing board:
  - a. No reimbursement is allowed for travel expenses to attend the AAA Annual Meeting, except for housing and meals for the days preceding or following the four convention days as necessitated by authorized committee meetings.
  - b. Except for meals during the four Annual Meeting days, meals and incidentals will be reimbursed for their actual cost up to a maximum of \$40 daily. If group meals are provided, the maximum will be reduced by \$10 for breakfast, \$10 for lunch and \$20 for dinner. No receipts are required.
  - c. Hotel charges are reimbursed at actual costs, excluding personal phone calls, movies, honor bar or other extra amenities. Detailed receipt must be provided.
  - d. Air and other public transportation is reimbursed at lowest available fare (premiums paid for business or first-class airfare are not reimbursable). Itinerary change fees will be reimbursed only with written statement indicating reason the change was unavoidable, or the change resulted in a lower fare. Receipt showing amount and flight information must be provided.
  - e. No reimbursement is allowed for extra travel insurance. The association covers all members traveling for the AAA under a \$100,000 accidental death and dismemberment policy.

- f. Mileage is paid at the 2004 IRS rate of \$.375 per mile. Long-distance driving will be reimbursed at the lower of mileage or lowest coach airfare.
4. For Regions and those Sections that hold Midyear meetings, expenses committed to and planned by the Program Director should be preapproved by a designated officer other than the Program Director. Each Region and those Sections that hold Midyear meetings should select one of the following options or devise an alternative policy:

Travel, food, and lodging expenses are not reimbursed for any member.

Travel, food, and lodging expenses are reimbursed for the following officers:

Program Chair

President/Chair of the Section or Region

President-Elect/Chair-Elect

Secretary/Treasurer

Others: SEE ATTACHED POLICY

5. Other travel-related expenses authorized for reimbursement with Section/Region funds are:

SEE ATTACHED POLICY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Other types of expenses authorized for reimbursement with Section/Region funds are:

SEE ATTACHED POLICY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Section/Region:  Southeast \_\_\_\_\_

Submitted by:

Name:  Ralph E. Welton, Jr. \_\_\_\_\_

Position:  Secretary/Treasurer \_\_\_\_\_

Date:  June 23, 2004 \_\_\_\_\_

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