



FACULTY TRAVEL POLICY 2017

AIRFARE

INS will prepay one round-trip airline ticket between the faculty member's home and the meeting site only. Instructions for making travel reservations can be found in the [Faculty Service Center](#), which is accessible to all faculty once the faculty agreement has been completed and approved. By submitting the faculty agreement, you agree to abide by the INS Faculty Travel Policy as outlined below.

The following requirements must be met by each faculty member:

- Faculty members are required to make all travel arrangements **online** through **Association Travel Concepts (ATC)** before **August 31, 2017**.
- Faculty members are required to select the **lowest available fare** over his/her travel dates. Travel preferences—such as a specific airline, nonstop flights, class of travel, or specific travel times—are secondary to the cost of a particular itinerary. **INS reserves the right to decline any flight that is not the lowest available fare.**
- To avoid session cancellations or schedule delays because of travel delays, INS requires faculty members to schedule flights that **arrive at the meeting destination the day before they are due to speak.**
- Faculty members will be responsible for any additional costs associated with flights that deviate from the above-stated policies.
- Once a ticket is purchased, each faculty member is liable and responsible for any costs incurred for changes or cancellations he or she makes to his or her itinerary. In the event flights must be rescheduled due to user error, change in schedule, etc., the faculty member is required to submit flight-change requests to INS. The faculty member then will be given further instructions.

HOTEL

INS will reserve one prepaid, single-occupancy hotel room accommodation for one night per faculty member.

- If you would like to extend your hotel stay, INS will add additional nights to your reservation at your own expense. Contact Yvonne Drake, Meetings Coordinator, at yvonne.drake@ins1.org for extended-stay requests.
- Extended-stay requests must be received by **August 31, 2017**. Requests received after this date cannot be guaranteed and will be honored based solely on hotel room availability at that time.

Please do not contact the hotel directly. INS will make all hotel reservations. Contacting the hotel will result in duplicate reservations

PARKING

Faculty who fly will not be reimbursed for airport or hotel parking. INS will reimburse accrued parking costs and toll fees only for faculty who drive rather than fly to the meeting. Receipts are required.

MILEAGE

Faculty who choose to drive rather than to fly to the meeting will be reimbursed for mileage at the official IRS rate, currently \$0.54 per mile. **The maximum mileage reimbursement must not exceed \$350 roundtrip.** This reimbursement is intended to cover the cost of gas and wear and tear on the vehicle. You will be expected to submit an expense report showing the dates traveled, round-trip mileage driven (include a map of the traveled route), and expenses incurred for tolls and parking. Receipts for tolls and parking also must be submitted with the expense report. Please contact Yvonne Drake at yvonne.drake@ins1.org for an expense report.

EXPENSES & STIPENDS

INS will **not** reimburse out-of-pocket expenses. All faculty members are given a stipend in the amount of **\$125** at onsite check-in. This fee is intended to cover out-of-pocket expenses associated with the meeting, including meals, in-room internet service, cab fare, airport parking, and checked baggage fees.