

Expense Reimbursement Policy

Revised June 2026

ASHRAE DISTINGUISHED LECTURERS (DL) EXPENSE REIMBURSEMENT POLICY

ASHRAE is indebted and deeply appreciative to those DLs and employers who are able to underwrite DL expenses. ASHRAE also appreciates the efforts of all the lecturers in keeping expenses to a minimum when making travel arrangements.

DL visits fall under two categories:

- Allocated visit: Society reimburses the DL's transportation from their home city to the Host Chapter city (as detailed below). The Host Chapter is responsible for all local expenses.
- Non-allocated visit: The Host Chapter is responsible for all expenses.

The CTTC Regional Vice Chair (RVC) must approve all DL visits. Chapters that arrange a DL visit without the required CTTC RVC approval are responsible for all expenses. DLs are encouraged to ask the Host Chapter if they have received prior approval to ensure there is no confusion.

1. **Transportation Expense Caps** – Reimbursement for DL visits will be capped in USD as noted below. Any exceptions must have prior approval by CTTC and ASHRAE Staff.

	Within home country	International Travel
Single Chapter Visit	\$800	\$1,500
Multi-Chapter Visit	\$1,200	\$2,000

2. **Transportation** – A DL visit must be approved by both the CTTC RVC and Society before transportation is arranged. The maximum amount covered is the lesser of either (a) a 14-day advance purchase economy airfare (b) or the cost of the mode of transportation taken as detailed below, and is limited to the expense cap notated above.
 - a. Air Travel
 - i. Use of ASHRAE's travel service (ATC) is highly encouraged when booking airfare. Fares are directly paid by ASHRAE and you are only able to book approved itineraries, which eliminates the risk of a reimbursement being denied after travel is complete. DLs making international DL visits must utilize ATC unless prior approval has been obtained by ASHRAE Staff.
 - ii. Airfare must be purchased at least 14 days prior to travel.
 1. If airfare is purchased within 14 days of travel, ASHRAE will research the cost of a current 14-day advance ticket price and only cover up to that amount.
 - iii. ASHRAE will only cover the cost of an economy class ticket.
 1. If you book any class higher than economy, you must document/screenshot the cost of the equivalent economy class ticket at the time of booking. If that economy class comparison is not included with your reimbursement, then ASHRAE will research the cost of a current 14-day advance economy class ticket and only cover that amount.

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- a. If you have status with an airline and receive complimentary upgrades, you are still required to supply the economy class comparison.
 - iv. ASHRAE will only cover air travel to and from the Host Chapter location within the timeframe of the scheduled visit. If the DL chooses to extend their stay at the Host Chapter location, layover location or other location for personal reasons, any additional expenses are the responsibility of the DL.
 - 1. If you plan on extending your stay, you must document/screenshot the cost of the economy class itinerary that you would have taken just for the DL visit. If that standard itinerary comparison is not included with your reimbursement, then ASHRAE will research the cost of a current 14-day advance economy class standard itinerary and only cover that amount.
 - v. If a DL can reduce airfare expenses by using an alternate airport, they may request ground transportation reimbursement from their home to the alternate airport and vice versa. The total ground transportation reimbursement must be less than the savings of utilizing the alternative airport.
 - 1. If using an alternative airport, you must document/screenshot the airfare cost of the closer airport as comparison to the airfare cost of the alternative airport. If that airfare comparison is not included with your reimbursement, then ASHRAE will not cover the cost of ground transportation.
 - vi. If airfare can be reduced by staying over at a location, then ASHRAE will reimburse for the cost of one night's lodging and food for that one night.
 - 1. This will only be approved if the expense of one night's lodging plus airfare is less expensive than the alternative airfare without staying over. If staying overnight at a location, you must document/screenshot the cost of the alternative flight that would not have you stay over. If that flight comparison is not included with your reimbursement, then ASHRAE will not cover the cost of lodging and food.
 - vii. Society will reimburse the cost of one standard checked bag.
- b. Auto Rental
- i. Auto rental will be authorized only if flights are not available for the designated schedule or if the cost of auto rental plus fuel is less expensive than airfare.
 - 1. If flying is an option, you must document/screenshot the cost of the available airfare cost as a comparison to the cost of auto rental. If that airfare comparison is not included with your reimbursement, then ASHRAE will research the cost of a current 14-day advance economy class ticket and only cover up to that amount.
 - ii. Auto rental is not authorized from the DL's home to the airport or vice versa.
 - iii. Host Chapter officers will often make arrangements to meet the DL at the airport and provide local transportation during their visit.
- c. Private Vehicle

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- i. When driving your private vehicle and claiming reimbursement for mileage, you must include documentation that shows the route and total mileage driven, as well as the beginning and ending address.
 - ii. Mileage reimbursement is permitted for a DL's drive from their home to the Host Chapter meeting location or a DL's drive from their home to the airport and vice versa (if the DL is flying to the Host Chapter location).
 - iii. If a DL chooses to drive their private vehicle, ASHRAE will reimburse mileage at the current U.S. Internal Revenue Service reimbursement rate or the 14-day advance economy class airfare, whichever is less.
 - 1. You must document/screenshot the airfare cost as a comparison to the cost of mileage reimbursement. If that flight comparison is not included with your reimbursement, then ASHRAE will research the cost of a current 14-day advance economy class standard itinerary and only cover up to that amount.
 - iv. Expenses for mileage incurred other than on a direct route to and from the meeting will not be reimbursed.
 - d. Other Transportation Options
 - i. A DL may take alternative modes of transportation, such as a bus or train.
 - 1. You must document/screenshot the cost of a 14-day advance economy class ticket as a cost comparison. If that flight comparison is not included with your reimbursement, then ASHRAE will research the cost of a current 14-day advance economy class standard itinerary and only cover up to that amount.
- 3. **Housing** – The Host Chapter will reimburse a DL for a standard, single occupancy room for a maximum of two nights at a moderate rate hotel for each visit. Consideration will be given for a third night for international travel, when necessary. If a lecturer chooses to upgrade or extend accommodations, then the DL is responsible for any additional cost. Chapters are encouraged to assist with local arrangements for a DL's visit. Chapters may offer to make reservations on behalf of the DL; however, a DL reserves the right to make those reservations on their own if preferred.
- 4. **Passports and Visas** – Please make sure your passport is current and valid for the length of time necessary required by the country you are visiting. Necessary visas must be obtained through a service in the DL's home country. Passports and visas may take several months to obtain, so please give yourself enough time to ensure you receive any necessary visas prior to the start of your travel. Any costs associated with passports will not be reimbursed. The cost to obtain a visa for the location(s) of your DL visit will be reimbursed.
- 5. **Inoculations** – Personal physicians should be consulted regarding inoculation requirements for traveling to the country of the Host Chapter. Any costs associated with inoculations will not be reimbursed.
- 6. **Expenses Covered by Society** – Only the costs below are cover by Society (within any parameters noted above):
 - a. Air travel and standard checked bag
 - b. Auto rental
 - c. Private vehicle mileage
 - d. Other transportation options (i.e. bus or train)
 - e. Mileage or taxi/ride share from home to airport and airport to home

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- f. Visa fee
- 7. **Expenses Covered by Chapter** – The Host Chapter oversees their own reimbursement policy, but Host Chapters typically reimburse DLs for the following at a minimum:
 - a. Meals (excluding alcohol)
 - b. Local transportation
 - c. Housing
- 8. **Travel Advisories** – Visit your country’s government website for information on travel advisories. You will be notified if ASHRAE elects to restrict DL travel to a certain country or region.
- 9. **Emergency Situations** – If an emergency situation requiring a change in travel should arise, ASHRAE will consider reimbursing the necessary expenses to either change or cancel any arranged travel plans.
- 10. **Expense Statements** – A DL is required to submit a Distinguished Lecturers Summary Report (DLSR) within 30 days of every visit – whether it is an allocated or non-allocated visit.
 - a. Receipts must be included for any claimed expenses and must clearly show the amount claimed and date of purchase. Credit card statements are not considered a valid form of receipt.
 - i. Air fare receipts must show the class of ticket purchased. Boarding passes are not considered a valid receipt.
 - b. If receipts are in a currency other than US dollars, assure that the currency used is clearly noted on the receipt. ASHRAE will reimburse in US dollars or Canadian dollars at the exchange rate at the time of reimbursement.
- 11. **Questions** – Questions concerning this Expense Reimbursement Policy should be directed to chapterprograms@ashrae.org.