

**American Association of Collegiate Registrars and Admissions Officers  
Minutes of the Meeting of the Board of Directors**

November 17, 2010

Conference Call

**Board Members in Attendance:** Betty Huff, Wanda Simpson Munson, Nora McLaughlin, Bruce Cunningham, Nancy Krogh, Adrienne McDay, Brad Myers, Michele Sandlin, Jeff von Munkwitz-Smith, Robert Watkins

**Staff Members in Attendance:** Jerome Sullivan, Matt Ogle

**Call to Order**

President Betty Huff called the meeting to order at 2:00 p.m. Central Standard Time.

**Approval of Agenda**

MOTION 2010.11.01 – It was duly moved and seconded that the agenda be approved. ADOPTED

**Minutes**

The Board will review the minutes of the October 8-9, 2010 meeting at its December Board Meeting.

**Reports of Standing Committees**

Finance and Investments Committee

Vice President for Finance Krogh reviewed the fiscal year 2009-2010 pre-audit financial data. The Association ended the fiscal year with a surplus of \$756,000. She reported the auditors are beginning their work and the Board should have final audited financial figures by mid January. The proposed budget for FY2011-2012 will be presented to the Board at its December meeting. Vice President Krogh presented and explained a summary of the Association's insurance. On behalf of the Finance and Investments Committee she put forward a revised travel policy to the Board.

MOTION 2010.11.02—It was duly moved and seconded by the Finance and Investments Committee to accept the proposed travel policy. APPROVED

**Reports of Officers**

Vice President von Munkwitz-Smith

The AMS Advisory Committee has had a conference call and subgroups have also had conversations. Areas of concern include how membership is handled in the system, segmenting the market, and programs. The committee will have further information and more detail in time for the December meeting of the Board.

Vice President Myers

Vice President for Records and Academic Services Myers will bring a report from the Transcript Task Force to the Board in December.

Vice President McDay

Vice President for Access and Equity McDay reported that the caucus chairs had a conference call and that they are looking for a speaker for the cultural diversity luncheon.

Vice President Watkins

Vice President for International Education Watkins discussed four items: EDGE made a presentation at the recent PACRAO meeting. The EDGE group then went to Lake Louise, Alberta, Canada for a meeting and topics included EDGE 2.0 and user comments. Vice President Watkins recently had a conversation with Executive Director Sullivan about the upcoming liaison group meeting. Vice President Watkins also updated the Board on committee chair changes.

#### Vice President Sandlin

Vice President for Admissions and Enrollment Management Sandlin reported that she attended SEM and commented that the meeting was successful. She also reported that the CommonApp group will do a presentation at the AACRAO Annual Meeting as a “hot topic” session.

#### Past President Simpson Munson

Past President Simpson Munson reported that the Awards Committee has been successful in its attempt to solicit more awards nominations that last year, but they are still below their goal. The Governance Committee is working on orientation for the Board nominees. The Board will be meeting with its attorney, James Goldberg at the Leadership Meeting to discuss minutes, compensation committee issues and other topics. The Governance Committee is also planning to contract with BoardSource to administer the board self-satisfaction survey in January. Past President Simpson Munson will be working with the Awards Committee to refine some of the awards descriptions.

#### President Elect McLaughlin

President Elect McLaughlin reported she is working on finalizing the co-chairs of volunteers for the Philadelphia Annual Meeting in 2012, as well as a vice-chair for the Program Committee for that meeting. She will have dates for the Board meetings from March 2011 until April 2012 for the Board shortly.

#### President Huff

President Huff expressed her satisfaction with the SEM meeting. She approached Executive Director Sullivan about developing a pool into which people could donate in honor of deceased members of the profession. These may be pooled with the Connor Fund and designated for professional development. She also discussed the Public Policy Advisory Committee. The committee will work to improve communication and engagement with members by way of a listserv or some similar tool. This committee will be meeting in March at the Annual Meeting and its chair, William DeWolf, will be at the Leadership meeting in December.

#### **Executive Director Report**

Executive Director Sullivan noted that recent elections will probably have a large effect on higher education, specifically in terms of funding. The AACRAO office recently released the FERPA Quick Guide. The next publication to be released will be the Record and Transcript Guide, and the office hopes to have that ready by the Annual Meeting in March. A Canadian SEM book is planned. Membership dues are down slightly from last year, but are ahead of the current budget. AACRAO Consulting had its first financially positive October. The Executive Director stated space in the basement of One Dupont Circle has been offered to AACRAO and he is considering adding it to the AACRAO lease agreement in order to increase physical space. He noted that he anticipates that IES will need additional space soon. He stated that SEM did very well from a financial standpoint this year. The staff continues to work on building a new website.

#### **Old Business**

The Board discussed whether the final report of the Task Force on Association Governance should include the comments and the name of those who submitted comments to the task force.

MOTION 2010.11.03—It was duly moved and seconded that the comments be included with the final report from the Task Force on Association Governance but without the names of those who submitted the comments, and that a statement be included that the Board has elected to omit the names. ADOPTED

Vice President Krogh will update the Board's action items list and bring the document for review at the December Board meeting.

**Adjournment**

MOTION 2010.11.04 – It was duly moved and seconded that the Board of Directors meeting be adjourned. ADOPTED

The Board of Directors meeting adjourned at 3:10 p.m. Central Standard Time.

**Attachments**

Travel Policy

## **AACRAO Travel Policy**

### **Philosophy**

Travel and entertainment related expenses will be paid by the Association if they are deemed to be reasonable, appropriately documented, properly authorized and within the guidelines of this Policy

### **Purpose**

The purpose of this Policy is to provide broad guidelines and establish procedures for those individuals incurring official travel and business expenses on behalf AACRAO. The intent is to control travel expenditures, maximize the ability to negotiate discounted rates with preferred suppliers and to ensure compliance with Internal Revenue Service (IRS) requirements. The Travel Policy is intended to be an information resource and guide to make travel arrangements and to process travel and other related expenses.

### **Scope**

The Travel Expense Policy applies to the following individuals traveling on behalf of the Association and seeking reimbursement for appropriate business-related expenses, regardless the funding source:

- Member Volunteers
- All employees of the Association
- Non-employees who have been authorized to travel and/or entertain on behalf of AACRAO

AACRAO assumes no obligation to reimburse for expenses that are neither Association business-related nor in compliance with this Policy.

### **Guidelines**

Travelers must have their travel plans and expenses approved by the Executive Director or his/her designee. Travelers must report and substantiate the amount, date and business purpose of all expenses within 60 days, using the standard AACRAO Travel Expense Form, upon completion of travel. Receipts must be provided to substantiate all claims for reimbursement and be attached to the Travel Expense form, including a check for any cash advance amounts in excess of substantiated expenses. Unsubstantiated and unsupported expenses may not be reimbursed.

### **Auditing and Internal Control**

The Accounting Office will audit all Travel Expense reports for compliance with the Association policies and Internal Revenue Service (IRS) regulations. Additional information supporting an expense may be required prior to the expense being reimbursed. Travel and other related expenses will be included in the audit testing performed by the Association's independent accountants in connection with the annual audit.

## **PERMITTED EXPENSES**

### **Transportation**

The base compensation rate for any form of travel is equivalent to the cost of a coach or economy class airline ticket. Travelers may use any form of transportation to travel to their destination, but

will be reimbursed for the less expensive of that method of transportation or an economy class airline ticket. Exceptions to this rule must be approved by the Executive Director or his/her designate.

**Airline Travel** – Whenever possible, coach or economy class air service should be used and travelers are expected to take advantage of advance purchase rates. Furthermore, flights should be booked, using the least expensive fare via the most direct route, or other reasonable routing that results in a lower fare. Travelers may retain frequent flyer program benefits. However, participation in these programs must not influence flights selection. The Association will not reimburse travelers for tickets purchased with frequent flyer miles.

**Ground Transportation** – The most economical mode of transportation, such as shuttle services and public transportation should be used to and from air, rail, or bus terminal, whenever possible. Private sedans or limousine services should be avoided unless there are enough people traveling together to make the expense more economical than other modes of transportation.

**Rental Cars** – Travelers should use a rental car when other transportation is not available or when their use results in a cost savings. The size of the rental car should be the least expensive model consistent with the number of travelers, the business requirements of the trip. Travelers should decline the Collision Damage Waiver (CDW) and the Liability Damage Waiver (LDW) option, supplemental liability coverage, personal accident insurance and other additional insurance options when renting a car for business purposes. Such coverage is provided under the Association's insurance policies and is not reimbursable. Any additional questions about car rental insurance should be directed to the Accounting office at (202) 263-0281.

**Private Vehicles** – Travelers may use their personal car for business purposes if it is less expensive than other options or if it saves time. It is the personal responsibility of the owner of a vehicle being used for Association business to carry adequate insurance. Travelers are not covered under the Association's automobile policy when driving a personal vehicle for Association business purposes. If driving a personal vehicle, the traveler's personal insurance covers vehicle damage and the traveler is responsible for any liability or expenses incurred. When driving a personal vehicle, the Association will reimburse a mileage rate calculated on a per mile basis for the actual miles traveled. This mileage rate covers all transportation and operating costs of the vehicle, including gasoline and is based on the stated IRS rate in effect at the time of travel. Current rates can be found at the following URL <<http://www.irs.gov/newsroom/article/0,,id=216048,00.html>> or on the Association Travel Expense Report. When submitting a Travel Expense Report, travelers must substantiate driving trips longer than thirty (30) miles by attaching a printed itinerary using a service like MapQuest.

Additional reimbursement will be made for turnpike tolls, bridge tolls and reasonable parking fees. The Association will not reimburse employees for parking tickets, fines for moving violations or vehicle towing charges. No reimbursement will be made for vehicle repair costs.

Travelers who choose to use their own automobiles on trip where air travel is more appropriate will be reimbursed an amount not to exceed the most economical airfare to the destination.

**Rail Travel**—A reserved/unreserved train, coach class on these trains may be least expensive mode of rail transportation and is the most appropriate for AACRAO travelers. Sleeping accommodations, if justified, may be utilized. Rail travel will be reimbursed at the lower of the cost of rail fare or an economy airline ticket.

## **Hotels**

AACRAO has negotiated discounted preferred rates (based on availability) with local hotels in the area. Whenever possible, travelers should stay in a standard room at a non-luxury hotel, or at designated conference hotels.

## **Meals**

Business meals are defined as meal expenses incurred when conducting Association business. Meal reimbursements will commence from the time you leave home until you return. Travelers will be reimbursed for personal meal expenses provided they are documented and reasonable. Three meals per day will be reimbursed, which include breakfast, lunch and dinner. If a meal is provided by a conference as part of the conference fees and a traveler elects to purchase a meal independent of the conference, such meals will be considered a personal expense and will not be reimbursed.

**Per Diem** – Association travelers may choose whether to file for actual expense reimbursements or a per diem rate, provided that the actual expenditures do not exceed the per diem limit. A per diem is given to a traveler to cover meals in connection with the performance of services for the Association. Meals provided to the traveler, at no cost, may not be claimed under the per diem allowance. Travelers who use per diem allowances do not have to substantiate each meal expense, but they must demonstrate that the trip occurred by providing an airline or hotel receipt. Per Diem will be paid based on the geographic locale where the traveler performed his/her AACRAO responsibilities. Rates to be used when completing an expense reimbursement request can be found in appendix [http://www.aacrao.org/about/governance/AACRAO\\_Per\\_Diem\\_Document.pdf](http://www.aacrao.org/about/governance/AACRAO_Per_Diem_Document.pdf).

**Alcoholic Beverages** – The alcoholic beverages policy can be found at [http://www.aacrao.org/about/governance/AACRAO\\_Alcoholic\\_Beverage\\_Policy.pdf](http://www.aacrao.org/about/governance/AACRAO_Alcoholic_Beverage_Policy.pdf).

## **ADDITIONAL GUIDELINES**

**Spouse/Dependent Event Attendance and Travel** – AACRAO will not pay or reimburse business travel of expenses for family members who accompany AACRAO traveler on Association business except in unusual circumstances. Exceptions must be approved in advance and in writing by the Executive Director.

**Extended Travel** – Reimbursement for meals, lodging and other expenses will normally be limited to expenses incurred by the traveler during normal business activity. However, expense incurred on additional days may be reimbursed if extending the period results in a reduced round trip air fare sufficient to cover the meals, lodging and other expenses.

**Cancellation Refunds** – If the Association has prepaid an expense and the trip, event or conference is canceled, a refund should be sought. The responsibility of ensuring a refund rests with the traveler and not the Accounting department.

## **SPONSORED PROGRAMS**

In addition to AACRAO's Policies, there may be additional requirements when Association travel is required or paid by a sponsored program activity. In particular, federal government grants are subject to government travel guidelines.

**Preferred Travel Agencies** – AACRAO has a relationship with Association Travel Services and they function as the Association's preferred travel agency. Contact an AACRAO staff member to receive information about how to use this service including authorization and budget codes.

## **REIMBURSEMENT PROCEDURES**

**Forms and Documentation** – It is the Association practice to retain, for seven years, all travel documentation. Reimbursement receipts will be retained by the Account's Payable Department. Travel Expense Forms should be used for travel-related expense and Check Request Forms should be used for non-travel-related expenses. Contact an AACRAO staff member for the most up-to-date version of these forms. All authorized travelers submitting these forms sign their own names to certify to the best of their knowledge that the information contained therein is accurate and that all claimed expenses are allowable and were incurred in the conduct of official Association business. The Association will not reimburse travel and other related expenses that have been or will be reimbursed from any other outside source.

All reimbursements will be made by check, payable to the traveler and will be sent to the requestor by method checked on the form. Expenses paid in foreign currency must be claimed by providing the actual expense(s) by showing any of the following:

- Receipt from the currency exchange company or bank showing the actual exchange rate and fees when exchanging cash
- Bank statement showing ATM withdrawal in foreign currency and conversion to dollars with fee added
- Credit card statement showing charges in foreign currency and conversion to dollars with fee added

If any of these required receipts or statements cannot be provided, then individuals must use the interbank rate shown on the website (<http://www.oanda.com>) by providing the exchange rate being used and the U.S. dollar equivalent on all receipts.

**MISSING OR LOST RECEIPTS** – An individual, who incurs expenses and subsequently loses a required receipt, should seek a duplicate and submit it stating that the original was lost. When an acceptable duplicate cannot be obtained, some supporting documentation must be provided such as credit card statements. Along with the supporting documentation, a written explanation must be provided stating that the original receipts have been lost, duplicate receipts cannot be obtained and the supporting documentation is all that can be provided to support the expense. The Accounting Office may contact the traveler with questions if there is incorrect or incomplete information on the Travel Expense request form. While every effort should be made to include all receipts, any request for reimbursement for more than \$25 must include some form of substantiation, whether it be a receipt or a credit card statement.

## **APPENDIX A – MISCELLANEOUS REIMBURSABLE EXPENSES**

Individual will be reimbursed for the following miscellaneous expense incurred while on Association business:

- Business office expenses (faxes, copying services)
- Business phone calls
- Conference registration fees
- Currency conversion fees

- Gasoline (only if using a rental car)
- Ground transportation (taxi, bus, airport vans/shuttle, etc.)
- Laundry/dry cleaning/suit pressing on trips exceeding five days
- Mileage on personal vehicles specifically to and from the airport
- Overnight package service when needed for business documents
- Parking and tolls
- Reasonable tips
- Visa Fees

## **APPENDIX B – MISCELLANEOUS NON-REIMBURSABLE EXPENSES**

The following are examples of non-payable/non-reimbursable expense. This should be considered a partial listing:

- Airline club membership fees; annual membership for charge cards; Fees, interest, and/or late charges associated with personal credit cards;
- Car washes
- Clothing
- Commuting costs to/from home and normal place of business
- Costs incurred by unreasonable failure to cancel reservations
- Dependent care; child care; lawn care; maid service; and pet care
- Entertainment under most federal grants and contracts
- Excessive tipping over and above normally accepted business practice
- Fines or tickets resulting from traffic, parking, or other violations
- Golf or tennis court fees, membership in country, tennis, or golf clubs of any sporting equipment, except when part of a preauthorized group event
- Haircuts
- Life, accident, or flight insurance premiums
- Lost, broken, or stolen property
- Luggage or briefcases
- Meals when traveling locally on Association business
- Newspapers, magazines, books unrelated to Association business
- Expenses that have been or will be paid or reimbursed by an outside source
- Passport application fees (new or renewal)
- Alcoholic drinks, except when in compliance with the Alcohol Policy, which can be found at [http://www.aacrao.org/about/governance/AACRAO\\_Alcoholic\\_Beverage\\_Policy.pdf](http://www.aacrao.org/about/governance/AACRAO_Alcoholic_Beverage_Policy.pdf)