American Academy of Sleep Medicine Foundation
Reimbursement Guidelines

Event: AASM Foundation Sleep Research Program for Advancing Careers and Young Investigators Research Forum 2025

Travel expenses incurred while participating in meetings and activities related to or on behalf of the AASM Foundation will be paid for by the AASM Foundation if the expenses are reasonable, properly approved, and documented. The AASM Foundation's policy covers reimbursement for transportation, auto mileage, auto rentals, hotel lodging, meals, gratuities, tolls and parking, and other miscellaneous expenses. It also details the documentation required and the authorizations needed for reimbursement.

Guidelines for Reimbursement

- The AASM Foundation will pay sustenance and transportation expenses of AASM Foundation directors, volunteers, donors, grant recipients, program participants specifically requested to attend meetings, scheduled events, or participate as faculty at an educational event, except for the APSS Annual Meeting.
- The AASM Foundation will pay sustenance and transportation expenses for AASM Foundation Board members to attend all AASM Foundation Board meetings. At the annual SLEEP Meeting, non-AASM Board members of the AASM Foundation Board of Directors will have transportation expenses reimbursed and receive one-night hotel accommodations for the evening before the Board meeting.
- The AASM Foundation will pay sustenance and transportation expenses of individuals who participate as faculty at an educational event.
- Sustenance expenses are expected to commence no earlier than the evening preceding the scheduled event or continue beyond the morning after the conclusion of the event. Circumstances of travel connections or other situations requiring extra time must be noted on the expense form.
- The AASM Foundation will reimburse foreign travel only on a case-by-case basis with approval by the Board of Directors.

Mode of Travel

1. Air Travel - Airfare is required to be booked through AASM/AASM Foundation Egencia. Airfare will be reimbursed provided **reservations are made at least 21 days in advance (April 1, 2025)** for coach seating on common carriers. **Round trip travel may not exceed $600**. The individual assumes responsibility for the difference in price for tickets purchased outside these guidelines. The purchase of tickets can be direct billed to the AASM Foundation when using the official travel agency. Change fees, cancellation fees, and reissue fees will be

reimbursed one time up to a maximum of $100.

2. Car Travel - If the individual chooses to drive instead of fly, reimbursement within 500 miles radius will be at the current IRS mileage rate. If the destination is greater than 500 miles, the AASM Foundation will reimburse the lesser of mileage or the lowest airfare, unless an exception is granted by the Executive Director.
3. Transportation - Transportation between home/airport and between the airport/site destinations should be via shuttle or taxi as the situation warrants; limousine or other car services, such as car rentals, should be avoided and may not be reimbursed unless prior authorization was obtained. Use of a personal vehicle for transportation between home/airport will be reimbursed mileage at the current IRS mileage rate.
4. Parking – Airport parking or related charges will be reimbursed only when a receipt is provided.
5. Luggage – Individuals will be reimbursed for the expenses associated with checking one piece of luggage that does not exceed the weight maximums for the flights to and from the meeting/activity.

Lodging

The AASM Foundation staff will arrange the event lodging. The master account will cover room and tax charges; incidentals will be the responsibility of the individual. For instances requiring the individual to cover the cost of the lodging expenses, the individual will need to provide an original, detailed, itemized hotel bill that reflects the bill as paid in full. The regular room rate for single occupancy will be reimbursed. If the individual desires enhanced accommodations (e.g., suite), they will assume the difference in cost. Charges of a personal nature (in-room movies, laundry, bar, etc.) will not be reimbursed and are the responsibility of the individual.

Meals

When a meal is provided at an event, (including continental breakfast, lunch, buffet, or dinner provided by the AASM Foundation) no reimbursement for the associated meal will be made. For meals not included in the event, the individual will be reimbursed for all moderate meal expenses, not to exceed $60 per person for dinner, $40 per person for lunch, and $25 per person for breakfast. Requests for reimbursement of meals must have a detailed receipt, which itemizes the meal expenses, included with the request.

Communications

The AASM Foundation will reimburse a maximum of $25 per day for the use of telephone and/or Internet services.

Reimbursement Form & Receipts

At the end of the meeting, a reimbursement form via AASM/AASM Foundation Ramp should be completed detailing all out-of-pocket expenses that would be reimbursed by the AASM Foundation under these guidelines. All receipts must be attached (originals or copies).

Acceptance of Guidelines

Individuals that attend meetings/events on behalf of the AASM Foundation must agree to adhere to all the above reimbursement guidelines. Individuals that cannot commit to these guidelines should not participate in meetings, events, or agree to speak at programs, etc.