



## EBAA Request for Reimbursement Site Visit Inspections

Inspector Name: \_\_\_\_\_  
 Eye Bank(s) Inspected: \_\_\_\_\_  
 \_\_\_\_\_  
 Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

Air Fare	\$ _____
Bag Fees	_____
Airport Parking	_____
Automobile Charges _____ miles @ _____ per mile	_____
Car Rental	_____
Taxi	_____
Hotel (daily limit <b>guideline \$189</b> )	_____
Meals (daily limit <b>guideline \$63</b> )	_____
Other (itemize and attach receipts)	_____
TOTAL	\$ _____

Inspector Signature: \_\_\_\_\_  
 Please make check payable to: \_\_\_\_\_  
 Deliver check to the following address: \_\_\_\_\_  
 \_\_\_\_\_

**Please submit this form along with all receipts by either:**

- Mail      EBAA  
           Attn: Finance  
           1101 17th St, Ste 400  
           Washington, DC 20036
- Email     [bernard@restoresight.org](mailto:bernard@restoresight.org)
- FAX      202-429-6036 (attn: Finance)



## **EBAA TRAVEL ARRANGEMENTS AND TRAVEL REIMBURSEMENT**

This document provides clarification regarding reimbursement of travel expenses related to assigned site inspections. The EBAA greatly appreciates Accreditation Board members' assistance in reducing expenses related to eye bank inspections. The EBAA office offers the following guidelines in making travel arrangements related to site inspection assignments.

### **Expenses Related to Cancellation of Inspection**

- The Association accepts responsibility for reasonable expenses directly related to the inspector's travel, lodging and rental car expenses incurred due to an eye bank's cancellation of inspection. Receipts are required for any reimbursement to be processed. The Association will attempt to cancel without penalty. If an airline ticket is nonrefundable, the Association will pay the reasonable and customary penalty to rebook an airline ticket for future travel, if this can be arranged.
- The Association cannot accept responsibility for personal arrangements made by the inspector on his/her behalf or on behalf of others that are outside the scope of the inspection. Therefore, if an inspection is cancelled for whatever reason, the Association cannot assume responsibility for a Board member's travel, lodging, and other expenses that are outside the scope of an assigned inspection.
- The bank to be inspected will be billed for actual expenses incurred by the inspectors and the EBAA due to their cancellation of inspection. The expenses must be professional in nature and specifically related to the inspection site and date.

### **Air Travel**

- Travel arrangements may be made through the Association's travel agent—Premier Executive Travel Services at 888-579-6753. Please state that you are an EBAA Accreditation Board member and that the cost of the ticket is to be charged to the EBAA office in Washington, DC. If you wish to make other arrangements, check first with the EBAA office.
- The Association air travel policy requires reservations at the lowest reasonable available airfare, "coach" class, non-refundable. If lower airfare is available by staying over Saturday night and results in an overall savings after including additional meals and lodging expenses, approval may be granted for the extra night, but must be approved by the EBAA office (i.e., office of finance), prior to booking alternative arrangements.
- Requests for a specific carrier will be accommodated if fares are within the equivalent range of the lowest fare available. The lowest fare may require a connecting flight, a stopover flight, and may be non-refundable. First and business class travel cannot be reimbursed.
- If the airline charges for baggage, the Association will reimburse for the cost of one bag, not to exceed 50 pounds.

### **Ground Transportation, Parking & Miscellaneous**

- Mileage will be reimbursed at the IRS approved rate (EBAA will furnish, upon request). This is adjusted annually. This reimbursement does not apply to trips exceeding 500 miles, where the automobile is used largely for personal convenience. In those cases, reimbursement for mileage will be the equivalent train or plane fare, whichever is appropriate.

- Other ground transportation, such as taxis, will be reimbursed at actual cost as incurred for business purposes only. Original receipts are required. The Association will reimburse up to \$50 per travel (or per trip) for ground transportation. Expenses over and above \$50.00 must be approved by the Association (this does not include rental cars).
- Car rentals must be approved by the EBAA offices in advance and will be allowed only if the location to be visited is such that use of local transportation is not practical or would be more expensive. If car rental is necessary, to reduce costs, inspectors should rent compact cars only and utilize all available discounts. EBAA's insurance coverage does not apply to rental cars; typically, your own auto insurance policy will extend to any vehicles you might rent. Liability and collision insurance purchased from the rental company will be the responsibility of the renter.
- Reasonable expenses for incremental parking, tolls and related expenses will be reimbursed at actual cost, as incurred. The Association cannot reimburse for "valet" parking, or other special arrangements over and above expected expenses.
- The Association urges care when using a telephone and will reimburse for charges (with accompanying receipts) up to \$50.

### **Meals**

- Meals are reimbursable based on actual costs incurred, not to exceed a total daily meal (including beverage) allowance of \$63, including tax and gratuities. The Association is not responsible for expenses incurred by guests. Original receipts must be submitted with the expense report and be clearly identifiable.

### **Lodging Expenses**

- The Board member is responsible for room reservations, and may call upon the inspected bank for recommendations. The Association will reimburse for rooms rates not to exceed \$189 per night (not including taxes); any additional amounts are the responsibility of the individual, unless approved in advance by the EBAA office of finance. There is additional allowance in those areas where rates are uniformly higher. Incidentals such as bar use, movies, exercise charges, and extra person charges are the responsibility of the individual at the time of checkout.

### **There will be no reimbursement for the following\*:**

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| ➤ Flight or travel insurance                       | ➤ Duplication (without prior approval)         |
| ➤ Personal travel expenses                         | ➤ Exercise/Health Club charges                 |
| ➤ Extra nights in the hotel                        | ➤ Miscellaneous expenses (unless pre-approved) |
| ➤ Friend's, spouse's or children's travel expenses | ➤ Sightseeing tours                            |
| ➤ Personal phone calls                             | ➤ Entertainment/movies                         |
| ➤ Alcoholic beverages                              |  |
| ➤ Dry cleaning/laundry services                    |  |
| ➤ Babysitters                                      |  |

\* This list is not inclusive. Call the EBAA office for the most current information (202-775-4999).