

Booking Airline Travel

When you are authorized that OTA will pay for your airline ticket; you are strongly encouraged to use AmTrav, OTA'S official travel agent. You will be given log-in information to the AmTrav site by your course/meeting planner. The airfare and agent fees are charged directly to OTA; yet travelers retain any reward miles that may apply.

If a ticket for a volunteer exceeds \$600, AmTrav will contact the OTA, to authorize issuing the ticket. Discounted non-refundable coach class tickets for courses and meetings should be purchased at least 21 days prior to travel, as this will generally yield the lowest fare available.

Non-refundable does not mean that the ticket can't be changed. If a non-refundable ticket is cancelled, AmTrav will receive credit for the cost of the ticket, to be applied to future travel for the same individual on the same airline.

AmTrav's goal is to make traveling for OTA attendees as easy as possible. No one airline company is preferred. The lowest airline rates on all airlines, including Southwest, are provided to you. You may book your travel by one of the four ways below:

1. Website: <http://www.AmTrav.com> - \$9 charge for airline booking; no fee for hotel or car booking.
2. Phone: 800-795-8371 or 312-629-0590 - \$29 charge to book travel via phone call.
3. [Email TravelerSupport@AmTrav.com](mailto:EmailTravelerSupport@AmTrav.com). Never a charge for email support.
4. Live Chat: See "Live Chat" icon on: <http://www.amtrav.com/ota> website No charge for live chat.

Important Information

Upgrades: Upgrade purchases are not reimbursable, **including upgrades to Economy Plus.**

Meals and Beverages: OTA will reimburse individuals for meals and beverages in conjunction with official OTA business at a rate of \$125 per day, excluding those meals provided by OTA. The entire \$125 may be applied toward dinner.

Other travel expenses: OTA will reimburse individuals for related to travel in conjunction with OTA business:

- Wi-Fi usage on flights
- Internet usage based on hotel's access charge and reasonable cost
- Hotel in-room movie or use of hotel fitness center
- Customary gratuities for baggage handling, etc.
- Ground transportation to and from airports
- Valet laundry service up to \$50 when travel covers seven consecutive days.

Master Accounts: Master accounts at hotels will only cover the room and tax. Any other incidental expenses are to be paid by the traveler and claimed on the expense voucher, if appropriate.

Personal expenses are not reimbursable. Examples include, but are not limited to, child care, pet care, entertainment, and toiletry purchases.

Automobile travel: OTA will reimburse individuals traveling in conjunction with OTA business via personal automobile at the published US Government Internal Revenue Service rate per mile (\$0.575 per mile effective 01/01/16). If a personal vehicle is used in lieu of airline travel, mileage reimbursement may not exceed the cost of the commercial 21-day discounted Coach airfare. Automobile rental for travel in conjunction with AAOS business is discouraged.

Special Rules Regarding Add-On: Personal travel add-on or personal travel is defined as travel either before or after Ota meetings that is scheduled by and at the sole discretion of the traveler. All expenses incurred with add-on travel are the responsibility of the traveler.

Expense Reporting/Receipts: Original receipts are required for each travel expense item that is \$25 or more, including taxi fares, however, the traveler is encouraged to obtain receipts for all expenses. As required under IRS guidelines receipts for meals should be detailed showing individual food or beverage items. Hotel receipts should include detailed room folios.

Expense reports (with attached receipts documenting all costs of \$25 or more) are due to the OTA within 30 days of the completed travel. This ensures timely reimbursement and accurate record keeping. Reimbursement checks are typically issued within two weeks of receipt of vouchers.

Please don't hesitate to contact the OTA if you have any questions at 847-698-1631.

Updated: April 2016