

## **ACE Travel Support**

ACE provides financial support to assist with travel expenses related to teaching service at the ACE placement site and completion of the ACE M.Ed. Such support is provided three times:

- 1) For expenses related to travel to the ACE placement site for Year 1
- 2) For expenses related to travel to Notre Dame for Summer 2
- 3) For expenses related to travel back to the ACE placement site for Year 2

Those who elect to use airline travel for these purposes must work with Anthony Travel, 574-631-7080; [StevenSoehlig@anthonytravel.com](mailto:StevenSoehlig@anthonytravel.com). Flights purchased on your own will not be reimbursable per University of Notre Dame Travel Policy; exception, any flights purchased by an ACE teacher before May 16, 2022.

Those who elect to drive for these purposes will record and submit the total mileage for the trip along with any related meal and (where relevant) lodging receipts for reimbursement. ACE will reimburse driving mileage according to the current IRS reimbursement rate (\$0.585/mile).

ACE will reimburse such driving/meal/lodging expenses up to \$500 per teacher. ACE will not reimburse gasoline expenses. The \$500 limit may be reached in three ways:

- Driving at least 855 miles ( $855 * \$0.585/\text{mile}$ ) for reimbursable travel. Individuals in this category will only submit mileage. No receipts should be submitted.
- Driving less than 855 miles for reimbursable travel and incurring reimbursable meal/lodging expenses. Please note that lodging expenses may only be included if the drive totals more than 500 miles.
- *In situations where ACE teachers elect to carpool for reimbursable travel* - the ACE teachers should work together to minimize the total number of receipts that need to be processed. For example:
  - If three ACE teachers drive together on a trip totaling 1000 miles, the ACE teacher whose car is used for the drive should submit mileage only. One other ACE teacher should submit all reimbursable lodging and meal receipts.

### **Reimbursable Expenses**

For those who elect to drive, lodging expenses may only be included in the \$500 total if the drive totals more than 500 miles. Per the university's travel policy, such travelers should choose convenient, safe, and reasonably-priced accommodations. ACE will reimburse actual room costs only, as substantiated by the detailed hotel bill.

ACE will reimburse reasonable, non-excessive meal expenses (breakfast, lunch, dinner) incurred while traveling for these purposes. Alcohol will not be reimbursed.

For those who elect to fly, ACE will reimburse checked bag fees up to two bags.

All expenses must be submitted within 14 days of being incurred. **Failure to submit within the 14 day period will result in no reimbursement.**

If you have questions about whether a purchase is reimbursable, please contact Kathleen Fulcher or your assigned pastoral administrator prior to making the purchase.

### **Process for Reimbursement**

1. Label receipt file with your Last Name, First Name, ACE Cohort, ACE Community.
2. Prepare one document with all receipts and scan/upload to form. Receipts must be clean and free of any items that the University will not reimburse.
3. Complete the form found [here](#) if you are driving. If you have baggage fees from flying, complete the form found [here](#).