ORIENTATION MANUAL

FOR *DENTAL ADMISSION TEST* TEST CONSTRUCTORS

A publication of the American Dental Association, 211 East Chicago Avenue
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FOR *DENTAL ADMISSION TEST* TEST CONSTRUCTORS

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http://www.ada.org/108.aspx

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PURPOSE OF THIS MANUAL

The purpose of this orientation manual is to orient new test constructors to their role and responsibilities in the development of the *Dental Admission Test*. To this end, this manual is intended as a general reference. Please contact the Department of Testing Services with individual questions.

ROLE OF A TEST CONSTRUCTOR

The role of a test constructor is based on the purpose of the *Dental Admission Test*. The purpose of the tests on the DAT battery is to provide one source of predictive evidence to assist dental schools in the selection of suitable candidates for admission to dental education programs. These tests presume that candidates have successfully completed appropriate survey course work in the biological and chemical sciences.

The DAT determines qualifications by assessing the candidate's knowledge of the basic natural sciences, as well as ability in reading comprehension and quantitative reasoning. Therefore, the DAT, requires candidates to demonstrate their scientific knowledge and perceptual abilities across a sampling of multiple-choice test items. Through this demonstration, the measurement process discriminates between those who have the general knowledge level and other requisite abilities to enter dental school and those who do not.

Both validity and reliability are essential measurement concepts. The DAT is deemed *valid* when the candidates are accurately judged to have, or not have, the requisite knowledge and ability to enter dental school. The scores resulting from the administration of an admission test are considered *reliable* when they provide this accurate measurement on a consistent basis.

The role of the test constructors is fundamental to both the validity and reliability of the DAT. Test constructors are responsible for updating the test specifications based on current knowledge and practices within their respective field and implementing these specifications in their item selection for each test. This is one method toward ensuring test validity. In addition, test constructors are responsible for constructing a clear, precise, and cohesive group of test items for each test, which directly influences score reliability. Therefore, it is essential to the quality of the DAT that the test constructors use their subject-matter expertise, their familiarity with the associated curriculum, and their awareness of what is important in the construction of each new DAT. Most of this work is accomplished through committee activities.

NATURE OF TEST CONSTRUCTION COMMITTEES

Four test construction committees, each consisting of three to four appointed test constructors, develop the *Dental Admission Test*. Committee composition is based on the experiences of past committees to ensure that all the test specification content areas are represented. The following is a list of the DAT committees:

Dental Admission Test Committees

General Biology
General Chemistry
Organic Chemistry
Quantitative Reasoning

For the Reading Comprehension Test and Perceptual Ability Test, consultants work independently off-site. There is a separate selection criteria for volunteers in these areas.

SELECTION OF TEST CONSTRUCTION COMMITTEE MEMBERS

On an annual basis, vacancies may become available on DAT test construction committees. Application materials consist of a list of vacancies, selection criteria, and a personal data form (application) mailed to interested applicants in advance of the annual meeting of the Committee on Educational Measurements and Testing, which is a standing committee of the Council on Dental Education and Licensure [CDEL]. Application materials are available at http://www.ada.org/108.aspx or upon request from the Department of Testing Services. The number of applicants varies from year to year for each vacant position. All applications are processed by staff and forwarded to the *Committee* for their selection and approval. ADA staff notifies candidates regarding the status of their application.

Test construction committee members are appointed primarily on the basis of subject matter expertise. Committee membership terms are one year, and a member may be reappointed for a maximum of five consecutive one-year terms. A test construction committee member who has served the five consecutive one-year terms is not eligible for reappointment to the same committee.

The following are the criteria for test constructors on General Biology, General Chemistry, Organic Chemistry, and Quantitative Reasoning test construction committees:

1. Familiarity with content of basic college science or math courses
2. Masters, or higher, degree in relevant content area
3. Three years of experience within the last five years teaching or in research in the pertinent content area
4. Agreement to the ADA policies on confidentiality and copyright assignment of testing materials

RESPONSIBILITIES OF TEST CONSTRUCTION COMMITTEE MEMBERS

Each test construction committee member is expected to fulfill the following roles and responsibilities:

- Submit 50 test items for the DAT item banks (new test constructors), according to the *Test Item Development Guide* and test specifications by the designated time.
- Attend each test construction meeting for the duration of the session. Each continuing test constructor is requested to bring 10 new items to the DAT meeting each year and is reimbursed for these items.
- Construct the Dental Admission Test according to the *Test Item Development Guide*, test specifications, and content outlines within the designated time frame.
- Construct additional items for the item banks, when necessary.
- Assign ownership of all test materials to the American Dental Association by agreeing to the terms of the Copyright Assignment (*Appendix A*).
- Inform the Committee on Educational Measurements and Testing of changes in the standard curricula and suggest modifications in test specifications and content outlines.
- Consider special issues and make recommendations at the request of the Committee on Educational Measurements and Testing.
- Safeguard the security and confidentiality of the *Dental Admission Test* by declining any arrangement to assist with review courses or review books pertaining to the examinations, while serving as a test constructor, and, for at least one year following the final term of appointment (*Appendix B*).
- Comply with the American Dental Association's policy on professional conduct. The policy includes prohibitions against sexual harassment, as well as other forms of unlawful conduct (*Appendix C*).

DEVELOPMENT OF THE DENTAL ADMISSION TEST

The *Dental Admission Test* consists of 280 multiple-choice items distributed across a battery of four tests. The DAT is a computer-based examination, which takes approximately five hours to complete with an optional 15 minute break. The four components of the DAT are:

1. Survey of the Natural Sciences – 100 items

General Biology	40
General Chemistry	30
Organic Chemistry	30

2. Perceptual Ability Test – 90 items
   (six, 15-item sections: apertures, view recognition, angle discrimination, paper folding, cube counting, and 3-D form development)

3. Quantitative Reasoning – 40 items
4. Reading Comprehension – 50 items across three reading passages

The DAT uses multiple-choice items, which are considered by most testing experts to be the most versatile and useful of objective test questions. They are effective in measuring candidate knowledge and understanding of general concepts, as well as more complex cognitive processes involving the application, analysis, synthesis, and evaluation of information. There are three basic elements to every multiple-choice item. The *stem* is the question or partial statement that the examinee must answer or complete. Each stem is followed by four or five *alternatives*, marked by the letters A, B, C, D, and E. One of the alternatives is the correct, or best, *response* to the stem. The incorrect or inferior alternatives are known as *distractors***,** or *foils*.

For extensive information on writing quality multiple-choice items, see the *Test Item Development Guide* published by the Joint Commission on National Dental Examinations available at www.ada.org.

TEST CONSTRUCTION MEETING DATES

Current test construction committee members typically decide meeting dates one year in advance. By January of the following year, committee members are notified of meeting dates, times, and locations via e-mail. In the interim, new members are notified to allow them to arrange their schedules.

DAT test construction committees meet once a year for two days. During this time the DAT committee members develop tests, write items, and review item banks.

TEST CONSTRUCTION MEETING PROCESS

Test construction meetings typically begin with a review of item performance statistics. These statistics include the difficulty of the item, the proportion of candidates choosing each distractor, and the point bi-serial correlation coefficient for each response. Items that produce statistics below the standards set by the Committee on Educational Measurements and Testing are reviewed and either retained, revised, or removed.

Test constructors review the content specifications to ensure that discipline areas continue to reflect current curricula in the majority of U.S. colleges and universities. All revisions to the *DAT Specifications* are considered and approved by the Council on Dental Education and Licensure through its standing Committee on Educational Measurements and Testing. The first step of the meeting process is the initial drafting of new editions of the DAT. Next, test constructors review and finalize the draft examinations according to the test specifications. During the final review, each item is read aloud for approval.

TRAVEL ARRANGEMENTS FOR COMMITTEE MEMBERS

The American Dental Association (ADA) requires all volunteers traveling on ADA business to make their airline reservations through the ADA travel agency. Tickets are automatically charged to the ADA, alleviating the need for ticket-price reimbursement. An electronic ticket confirmation (itinerary) is e-mailed by the travel agency to the volunteer. Any airfares exceeding $1,000 must be approved by the ADA prior to ticket issuance. Any volunteer, who drives more than 100 miles to a meeting, may receive reimbursement based on the round-trip airfare quote. The staff of the Department of Testing Services makes volunteers' hotel reservations and the hotel sends a confirmation letter to the volunteer.

The attached sample reimbursement form (*Appendix D*) is used to itemize surface transportation at $0.565/mile), a per-diem allowance of $75/day to cover meal expenses for meeting days, and hotel room rate and tax. The following *original* receipts must be secured to the reimbursement form:

- a copy of the airfare itinerary e-mail with ticket price,
- original hotel bill, and
- original receipts for expenses (i.e., taxi fare to/from airport, airport parking, etc.).

Car rentals, limousine services, and any personal and incidental hotel expenses, other than the room rate and tax, are not reimbursable. Any missing receipts will delay the process of reimbursement. In addition to travel-related reimbursements DAT test constructors receive an honorarium check for $300 for the services they provide to the ADA. Checks are issued from the ADA Accounting Department approximately 3-4 weeks after the reimbursement form is received. The ADA Travel Policy (*Appendix D*) is presented to assist you in your travel arrangements.

Appendix A

ADA American Dental Association®

America's leading advocate for oral health

AMERICAN DENTAL ASSOCIATION
COPYRIGHT ASSIGNMENT

The undersigned, _____, a member of the (____name of TCC____) Test Construction Committee, is involved in a special project for the American Dental Association that involves copyrighted or copyrightable materials. S/he acknowledges and agrees, individually and collectively, that all such materials belong solely to the American Dental Association, and that the Association holds any and all rights to obtain and retain ownership of copyrights for such materials in its own name. The undersigned represents that any and all contributions s/he makes to such materials will be original works, not copies in whole or in part of works of third parties. The undersigned hereby acknowledges and agrees that the American Dental Association is the sole owner of such materials, s/he has no ownership rights whatsoever in such materials, the Association has all rights to obtain copyrights for such materials, and such materials constitute "work made for hire" under copyright laws. The undersigned hereby assigns any and all ownership rights s/he may have to the American Dental Association, and s/he agrees that s/he will execute any additional documents necessary to effect this assignment to the Association upon request.

_____ _____
Signature Date

_____
Witness

Appendix B

ADA American Dental Association®

America's leading advocate for oral health

TEST CONSTRUCTOR RESPONSIBILITY FOR TEST SECURITY

Participation in the development of examinations carries with it serious responsibilities relative to test security. This is especially true regarding high-stakes national examinations. The Department of Testing Services, American Dental Association, emphasizes it expectations of each test constructor in safeguarding the security and confidentially of the examinations.

Test constructors are given few directives governing examination security, primarily because the test construction process takes place in the ADA headquarters building. There are, however, instances in which test constructors must be careful not to breach the security of test content through other activities. For example, a test constructor should not present a student review course in preparation for taking an examination he or she has helped to develop. A test constructor also should not contribute to a publisher's test review book regarding a test he or she helped to develop.

Test constructors must decline any arrangement to assist with review courses or review books pertaining to the examinations while serving as a test constructor and for at least one year following their last term of appointment on a test construction committee. Further, test constructors may not share information about test content with dental or dental hygiene faculty, colleagues, students, or other individuals. Please contact staff in the Department of Testing Services with any questions or concerns regarding test security responsibilities,

_____ _____

Signature Date

_____

Witness

CONFLICT OF INTEREST STATEMENT

In accordance with the Bylaws and the Standing Rules for Councils and Commissions of the American Dental Association in regard to conflict of interest, I, _____, declare that I have no proprietary, financial or other personal interest of any nature or kind in any product, service and/or company that will be considered during my term as a member of a Dental *Admission Test* Test Construction Committee, except the following:

_____

_____

_____

I declare that I have no proprietary, financial or other personal or professional interest or obligation of any nature or kind in any firm or organization beneficially associated with any product and/or service that will be considered during my term as a member of a *Dental Admission Test* Test Construction Committee, except the following:

_____

_____

_____

I declare that I have no past or present financial interest, consulting position or other involvement of any nature or kind related to the *Dental Admission Test* that could give rise to even a suspicion of a conflict of interest, except the following:

_____

_____

_____

Furthermore, I understand and agree that as a condition for serving as a member of the Joint Commission, I will exercise particular care that no detriment to this agency will result from conflicts between my interests and those of the *Dental Admission Test* program.

_____ _____

Signature Date

Appendix C

Professional Conduct Policy & Prohibition against Harassment

The American Dental Association ("ADA") is proud of its professional and congenial work environment, and it will take all necessary steps to ensure that the work environment remains pleasant for all that work here. All employees must treat each other with courtesy, consideration and professionalism. It is ADA policy that all employees are responsible for assuring that the work place is free from improper harassment. The ADA absolutely prohibits sexual harassment and harassment on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, status with respect to public assistance, or marital status. Certain discriminatory harassment is prohibited by state and federal laws, which may subject the ADA and/or the individual harasser to liability for any such unlawful conduct. With this policy, the ADA prohibits not only unlawful harassment, but also other unprofessional and discourteous actions. Derogatory racial, ethnic, religious, age, sexual orientation, sexual or other inappropriate remarks, slurs, or jokes will not be tolerated.

Sexual harassment includes unwelcome sexual advances and requests for sexual favors, and all other verbal, or physical conduct of a sexual nature when:

- submission to such conduct is made either implicitly or explicitly a condition of the individual's employment;
- submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- such conduct is sufficiently severe or pervasive to alter the conditions of employment and to create a hostile or abusive working environment.

Sexual harassment may take many forms, including, but not limited to:

- verbal harassment or abuse of a sexual nature;
- subtle pressure or abuse of a sexual nature;
- unnecessary touching of an individual, for example, patting, pinching, hugging, repeated brushing against another employee's body;
- offensive sexual flirtation, advances or propositioning;
- graphic verbal commentaries or jokes;
- sexually degrading words used to describe an individual; or
- the offensive display in the workplace of sexual objects, pictures or writings.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to:

- **Verbal**: repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, negative stereotyping, personally abusive remarks, propositions, threats or suggestive or insulting sounds;

- **Visual/Non-verbal**: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;

- **Physical**: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and

- **Other**: making or threatening reprisals as a result of a negative response to harassment.

No employee in this organization is exempt from this policy. This policy applies to the immediate work place as well as to ADA related activity outside the ordinary work place, such as travel on ADA business, meetings outside the ADA building, and ADA-sponsored social or recreational events.

In response to every complaint, the ADA will take prompt investigatory actions and corrective and preventative actions where necessary. An employee who brings such a complaint to the ADA in good faith will not be adversely affected as a result of reporting the harassment or objectionable conduct. All employees should be aware that the privacy of the charging party and the person accused of the harassment will be protected to the extent consistent with effective enforcement of this policy. The ADA will retain confidential documentation of all allegations and investigations. Any employee found to have violated this policy will be subject to disciplinary action up to and including discharge. Any memoranda regarding violation of the Professional Conduct Policy and Prohibition against Harassment shall be placed in an employee's personnel file.

Appendix D

American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611-2687
(312) 440-2500

Route to:

Accounting Department

Expense Reimbursement Request
Council Members, Consultants and Advisors

SAMPLE

PROJECT ID# 9100010

NAME: Dr. John Doe

111 Weeping Willow Drive, Westhaven, CT 20077

Vendor #: 77755

COST CENTER: 160-0150-000

PURPOSE/ITINERARY: DAT Organic Chemistry TCC Meeting

April 27 – 28, 20__

Instructions:

The original submitted copy of this report must be accompanied by **original** documentation, including receipts for any single expense in excess of $25.00. Exception: Must have receipts for luggage surcharge.

Unless specifically requested, reimbursements will be mailed to the address shown on this form. In accordance with established policy, "All officers, members of the board of Trustees or councils, staff, consultants or advisors are requested to travel coach rather than first class whenever feasible."

TRANSPORTATION	Paid with ADA credit card	Reimbursable expenses	Total	Account Number
Air/Rail/Bus Fare *Attach itinerary e-mail with airfare cost.	$450.50 (ADA paid)	$	$450.50	515101
Car Rentals or Limousine		Not covered		
Auto Expense (no miles: 30 x .565) rate/mile		16.95		
Surface Transportation (to and from Airport) *Attach taxi/airport parking receipts		90.00 ($45 each way)		
Tolls/Parking/Other – Airport parking		25.00	$131.95	515201
Luggage Surcharge * Receipts required.		$25.00x 2	50.00	515151
PER DIEM * meeting days only				
No. of days: 3 x $75.00 amount per day		225.00	$225.00	515301
LODGING				
Hotel (attach hotel bill - room + tax reimbursed)		$722.79	$722.79	515401
TOTALS:	$450.50	$1,129.74	$1,580.24	

Summary of Expenses

Total Expenses (as Above)	$1,580.24
Total Paid By Volunteer	$1,129.74
Less Advance (Volunteer)	$
Total Due ADA/Volunteer	$ 1,129.74

_____ _____

Volunteer Signature **Date**

ADA VOLUNTEER AND NON-STAFF TRAVEL AND EXPENSE POLICY

PURPOSE

- Helping travelers to accomplish their missions by putting in place structures to save time and effort.
- Providing people who travel for the Association with an acceptable level of safety, security, and comfort.
- Enhancing overall travel process productivity from planning through submitting an expense reimbursement form.
- Controlling travel and travel-related costs and expenditures for the Association.

EXPENSE GUIDELINES

This policy covers items normally encountered as a business or travel expense. References to volunteers within this policy cover both volunteers and non-staff. Basic expense guidelines of the Association are:

- Volunteers are reimbursed for expenses that have a valid business purpose and are allowable per the details of the policies below.
- The Association expects volunteer travelers to use good judgment. The Association recognizes there will be times when a traveler must exceed "normal" expenses. Such occasions should be the exception and not the rule and should be adequately explained on the expense report.
- Volunteer travelers are expected to maintain a reasonable standard of living while traveling for the Association.
- Volunteer travelers while traveling on Association-funded business will receive a $75 per day stipend. This rate is intended to defray the out-of-pocket expenses for meals, gratuities, and other incidental expenses. The per day stipend is considered taxable income and will be included on any Form 1099 to be issued under IRS guidelines.
- Volunteers should pay for their own expenses (excluding airfare) and subsequently request reimbursement per this policy.
- Individual reimbursable expenses of $25 or more require an original receipt. Receipts for lesser amounts should also be provided if available. Required receipts include, but are not limited to: airline tickets, baggage fees, itemized hotel folios, and auto rental contracts. Receipts for the $75 per day stipend are not required. If under exceptional circumstances a traveler is unable to furnish an original receipt where required, alternative documentation should be provided if possible, and an explanation should be provided on the expense reimbursement form. The Accounting Department will have the responsibility of deciding the adequacy of the documentation.
- This policy is meant to address various expenses that may be encountered but is likely not all-inclusive. Volunteers should use reasonable business judgment for matters not specifically covered herein and are encouraged to get guidance from the Division of Conference and Meeting Services (DCMS) or the Accounting Department.
  Reimbursement decisions are ultimately the responsibility of the Accounting Department with consultation of the Chief Financial Officer as deemed necessary.

AIR TRAVEL

1. All Association-funded travel (air, car, hotel, and rail) must be booked using the Association's official travel agency following the established volunteer travel procedures. The ADA's official travel agency, Gant Travel Management, will produce all travel documents.

The ADA is aware that periodically lower rates may be obtained via travel websites on the Internet and from other sources. The official agency helps the Association to maximize Gant Travel Management's buying power, to realize overall cost savings, to maximize earned tickets and other benefits from the airlines and other suppliers and helps travelers accomplish their missions by putting in place structures and procedures to save time and effort while providing them with an acceptable level of safety, service and comfort. In addition, the official agency provides the Association with cost control mechanisms and integrated management reports that are used in negotiating volume-based air, car, and hotel discounts with suppliers.

If travel is not booked by Gant Travel Management, Senior Management approval must be obtained. Reimbursement will be limited to the lesser of the airfare incurred or the lowest airfare that would have been provided through Gant Travel Management as determined by Pat Murphy, Travel Manager.

There may be rare situations, such as certain HVO (Health Volunteers Overseas) travel, where use of Gant Travel Management would not be feasible. Such situations are to be documented on the expense reimbursement form and the situation confirmed and approved by Pat Murphy, Travel Manager.

The ADA staff person(s) responsible for the organization and budgetary implications of a meeting is also responsible for advising each volunteer of the Volunteer Travel and Expense Policy and Gant Travel Management reservation procedures and for ensuring compliance.

The official travel agency will book travel in accordance with policy and search for best prices within the given parameters. Travelers should advise the agency when they are flexible about departure times so agents can search more broadly for lower fares.

2. All Association-funded travel requires pre-approval:
    - A Volunteer Transportation Form for all Association-funded volunteer travel must be completed and e-mailed by the Department Head to the travel department before volunteers can call or use the on-line booking services of the official travel agency.
    - It is important that the correct cost center, Project ID and account number be used when travel reservations are first made and at the time an expense reimbursement form is submitted.

3. All domestic travel (for policy purposes defined as the 50 United States and Canada) will be booked in economy/coach class.

4. All domestic travel as defined above will be booked at the lowest available airfare at the time of ticketing. In most cases these airfares will be non-refundable.

   The chance that a trip will be cancelled or changed to a different date must be balanced against achievable savings from using non-refundable fares. If a trip is cancelled, most airlines require that the original travel reservation be cancelled before travel was originally scheduled to begin. Failure to cancel a travel reservation will result in the complete loss of the value of the original ticket.

5. All international travel (for policy purposes defined as any travel outside the 50 United States and Canada) will be booked in economy/coach class. There may be limited exceptions to this policy for travel to select locations, such as the FDI meeting, depending on the location of the meeting and budget considerations and must be approved by the Board of Trustees. This approval may be via specific disclosure in the detailed annual budget process.

6. All international travel requires the approval of the Executive Director.

   Advisory travel warnings from the U.S. State Department should be taken into consideration.

   Visa and passport fees, and required immunizations or any other special items required for authorized international business travel are reimbursable.

   Through the ADA's group insurance company worldwide emergency medical assistance, emergency personal services, and pre-trip information is available at no charge. International travelers will be given the necessary travel and contact information for this service with their final travel documents.

7. Travelers can upgrade themselves at their own expense for domestic or international travel be it monetary or with frequent flyer miles. Should an airline require that a higher airfare be charged in order to upgrade with frequent flyer miles, the traveler is responsible for the fare difference.

8. Reservations should be scheduled a minimum of 21-days prior to a business trip whenever possible. If travel is during peak travel periods such as President's Day week in February, Spring Break, popular sporting events, general holidays or to warm destinations such as Florida and Arizona during the winter months, reservations should be made at least 60-days prior to travel if possible.

9. Travelers are not required to take connecting flights over non-stop flights. If the airfare is significantly less ($200 or more), taking a connection will be offered to the traveler by the travel department.

10. Time specific flights often are less expensive and will be offered to travelers by the official travel agency.

11. The official travel agency will offer alternate airports. Combined air/ground costs are to be less than if flying into the primary city.

12. Travelers are not required to extend business trips to include a Saturday night stay in order to obtain lower airfares. However, if a traveler chooses to extend their stay to include a Saturday night to reduce the cost of the airfare, the traveler will be reimbursed for weekend hotel expenses and per day stipend if they are less than what is saved on airfare. Savings must be documented on the travel invoice for the traveler by the official travel agency and submitted with the traveler's expense reimbursement form. Travelers should be aware that staying over a Saturday night is not always required for the lowest airfare. From many cities to Chicago, for example, the airfare is the same regardless of a Saturday night stay. If a Saturday night stay does not reduce the airfare, additional hotel nights and per day stipend are at the traveler's expense.

13. The ADA funds roundtrip travel from a volunteer's primary residence to the meeting site. If a traveler adds personal travel plans to an ADA paid-for travel itinerary, Gant Travel Management will require a personal credit card at the time of ticketing to cover any additional airfare amount.

14. All airline tickets will be issued electronically whenever possible. Most airlines charge a fee for paper tickets. If a traveler wants a paper ticket, they are personally responsible for paying this fee.

15. The ADA will not reimburse airline-assessed fees for upgrading to premium seating. For example, first class, Economy Plus seating on United Airlines, etc. Typically these fees are assessed by airlines at the airport on the day of departure.

16. The ADA will reimburse funded travelers who elect to use private planes to attend ADA-sponsored meetings. Airfare will be reimbursed at the lowest applicable fare in the market flown for the meeting dates.

17. The Association currently supports United Airlines as the official airline for meeting travel to Chicago and other U.S. cities. Travelers attending ADA-sponsored meetings are encouraged to fly United whenever possible to enable the Association to receive discounted airfares and to earn complimentary travel that offsets higher airfares. Travel on other airlines however is allowed.

    The ADA also supports the use of more low cost airlines such as AirTran, Jet Blue, and Southwest. Typically these airlines do not have the same rigid rules and restrictions as the other major U.S. air carriers.

18. All airfares over the ADA's established fare ceiling will be sent to the ADA's travel manager for review. The travel manager will make recommendations as to alternate schedules and/or the use of Association earned complimentary tickets. Frequent flyer miles are not accrued on free tickets.

19. Frequent flyer miles earned during the course of ADA-funded business are the property of the traveler. A traveler's frequent flyer preference, however, should not take precedence over the traveler's flexibility in accepting significantly lower airfares on alternate airlines. It is suggested that the traveler sign up for each airline's frequent flyer program.

    If a traveler chooses to upgrade using frequent flyer miles and the airline chosen requires that a higher airfare be paid, the traveler is responsible for paying the airfare difference.

    Travelers cannot use personal frequent flyer award tickets for ADA-funded travel and then submit for airfare reimbursement on their expense reimbursement forms.

20. Denied boarding compensation vouchers and other airline issued transportation credits are the property of the traveler and do not need to be reported to the Association. Travelers are permitted to volunteer for compensation if their trip mission will not be compromised in any way.

21. Alternatives to air travel such as Amtrak along the East Coast, or using personal or rental cars for trips of 3 hours one-way or less are acceptable provided the cost of the train or automobile does not exceed the cost of an airline ticket booked at the lowest available airfare. If the airfare would have been more economical, depending on the differential, the traveler may only be reimbursed an amount equal to the airfare.

22. In the event that an ADA-funded meeting trip ends early, travelers are encouraged to travel stand-by on earlier flights at a reduced expense to the Association. For the airlines that charge a fee for stand-by travel, the ADA will pay the fee with an official airline or travel agency receipt submitted at the time of the expense reimbursement form.

23. All airline tickets will be charged to the ADA's corporate credit card.

24. A maximum of 10 volunteer travelers will be allowed on the same flight. If the particular situation requires a greater number of volunteer travelers per flight, Conference Services will work with Legal to adjust insurance coverage appropriately.

25. Spouse travel will not be ADA-funded unless the Executive Director approves such travel. For members of the Board of Trustees, the "Organization and Rules of the Board of Trustees" should be followed. Per I.R.S. regulations, spouse travel costs will be added to W-2 or 1099 forms.

26. Any spouse/guest or family airline tickets issued on a complimentary basis will be added to the traveler's W-2 or 1099 forms at the lowest economy class fair market value of the ticket.

27. The purchase of travel insurance to provide life and accident coverage while traveling is not reimbursable since each traveler is covered by Association-provided insurance.

ACCOUNTING FOR AIRFARE

Once airfare is incurred, it will immediately be charged to the identified cost center and project id in account 515199 (Airfare Open Expense Report). Upon receipt of the expense reports, the costs will be transferred out of account 515199 and into the appropriate account (e.g., 515101 Volunteer Airfare, 515102 Volunteer Site Travel Airfare, etc.). This process will allow department managers more timely information on airfare costs charged to their budgets since it is not dependent on the timing of submitting expense reimbursement requests. Expenses paid directly by the traveler can only be recorded after receipt of the approved expense form. In order for this process to work most efficiently, it is critical that the proper cost center and project id is used both at the time of booking the travel via the volunteer travel forms and at the time the expense report is submitted. If the same cost center and project id is not used, charges will not be properly reflected.

AUTO RENTAL

1. Travelers should use rental cars when they represent the most practical and economical means of out of town transportation. Rental cars should not be used if transportation is needed only between the airport and the hotel, and a shuttle service is available or a taxi or driving a personal automobile is less expensive.

2. Volunteer travelers requesting a car rental must receive prior authorization from their ADA meeting sponsor.

3. Enterprise Rent A Car and National Car Rental are the ADA's official car rental companies and will be used for all business rentals whenever possible. The ADA has negotiated special rates with these suppliers. Use of other rental car companies however may also take place based on rate considerations and availability of preferred vendor.

4. The authorized car type is a mid-size (1 or 2 persons) vehicle or smaller. If more than 2 persons are in the same vehicle, a full-size car is authorized.

   If a larger vehicle is rented over and above the standard car type, the traveler will be charged the difference between a mid-size and the vehicle size rented.

5. Car rentals are for business travel only and are not intended to cover business travel extended to a personal trip. The traveler is responsible for the personal portion of the trip.

6. The ADA insurance package covers traveler rental cars for business purposes. Therefore the optional insurance coverage should be declined. Travelers may purchase the additional insurance options available at their own expense.

7. If a traveler is involved in an accident or vehicle theft while traveling on ADA-funded business, the following steps should be taken:
   - Notify authorities
   - Notify the car rental company
   - Notify the ADA staff person responsible for the volunteer's meeting
   - Notify the travel department

8. Travelers should inspect rental car vehicles at the time of rental for damages and communicate their observations to the rental company. The traveler should also consider making a record of their observations, to protect against the supplier making unwarranted claims for damages.

9. Rental cars should be returned to the rental location with a full tank of gas. Rental car companies charge a premium to refill a rental vehicle.

10. Travelers should avoid dropping off rental cars at a location other than the one where it was picked up to avoid costly one-way drop charges If there is a business need resulting in one-way drop charges, this should be explained on the expense reimbursement form.

11. The travel department will reserve all ADA business travel car rentals.

12. All car rentals will be charged to the traveler's personal credit card. Travelers must obtain a rental receipt and attach to their expense reimbursement form.

13. To facilitate the rental car process all travelers are encouraged to sign up for the Emerald Club program. The annual fee has been waived for the ADA.

14. Frequent renter perks such as vehicle upgrades, etc. earned during the course of ADA-funded business travel are the property of the traveler.

15. Travelers are personally responsible for all parking and traffic fines incurred when traveling on ADA-funded business.

16. Reimbursable items include the actual cost of the rental, parking, tolls, and gasoline purchases. The current IRS mileage rate will not be separately reimbursed for rental car usage.

PERSONAL AUTO USAGE

1. When a private auto represents the most practical means of travel, travelers will be reimbursed based on I.R.S. guidelines (currently $0.555 per mile effective July 1st 2011 through 2012). Tolls and parking will also be reimbursed with an original receipt for all amounts of $25 or more. Receipts for lesser amounts should also be provided if available.

2. If a private auto is used for personal reasons when flying would have been more economical, Department Director approval is required. The Association will reimburse the cost of the lowest available economy/coach airfare (as determined by Pat Murphy, Travel Manager) unless there are extenuating circumstances.

3. Travelers are only authorized to use personal automobiles if they have both a current valid driver's license and comprehensive auto insurance, including liability.

4. Travelers are personally responsible for all parking and traffic fines incurred while traveling on ADA-funded business.

5. Reimbursable items include the standard mileage rate, parking, and tolls. Other car-related expenses such as gasoline or repairs will not be separately reimbursed since they are considered covered by the standard mileage rate.

TAXIS, AIRPORT LIMOUSINES AND OTHER GROUND TRANSPORTATION

1. Travelers will be reimbursed for taxis, airport shuttles, buses, etc., used for local transportation necessary for Association business activities. Original receipts are required for all amounts of $25 or more. Receipts for lesser amounts should be provided if available.

2. It is expected that each traveler use the best means of travel to and from airports, taking into consideration cost, time, and availability. For travel to and from airport(s) actual costs will be reimbursed.

3. Limousine service is only authorized when it is less than or equal to taxi transportation. If a traveler elects to use limousine service, they will be billed the difference between taxi service and the limousine rate.

4. The Association supports the use of rail service, especially via Amtrak on the East Coast. Coach class of service is approved. If traveling overnight, a sleeperette is authorized. The cost of using rail service must not exceed the cost of the lowest available economy/coach airfare (as determined by Pat Murphy, Travel Manager) unless there are extenuating circumstances. In the event that the cost of a rail ticket exceeds the cost of an airline ticket, the traveler will only be reimbursed an amount equal to the airfare.

HOTEL ACCOMMODATIONS

1. Travelers are encouraged to adjust travel schedules to minimize hotel costs. Arrange day trips when feasible and practical for ADA-funded business.

2. All hotel reservations for volunteers attending ADA-sponsored meetings in Chicago will be made through the ADA's housing coordinator following the established housing procedures.

3. Frequent guest points earned during the course of ADA-funded business are the property of the traveler. A traveler's frequent hotel guest preference, however, should not take precedence over the traveler's flexibility in accepting significantly lower hotel rates at alternate hotels. It is suggested that the traveler sign up for each hotel chain's frequent guest program.

4. When the ADA makes a hotel reservation it is guaranteed for late arrival with a corporate credit card. This card is not to be used as payment for traveler hotel charges. Each traveler should present a personal credit card at check-in and retain a bill of charges that should be submitted with the expense reimbursement form.

5. Some hotels require that a deposit of the first night's room and tax be charged to a credit card when the reservation is made. This will be noted on the traveler's travel invoice and should be noted on the expense reimbursement form in the "Paid with ADA Credit Card" column.

6. If a hotel reservation needs to be cancelled, it is the traveler's responsibility to contact the travel department before the date and time that is noted on the travel invoice. In the event that this date and time falls on a weekend or holiday, the traveler should call the hotel directly to cancel the reservation. Be sure to get a cancellation number and agent's name. The travel department should be advised of this information on the next business day. If a hotel reservation is not cancelled in time, the no-show fee will be charged to the traveler.

7. It is the traveler's responsibility to confirm that the rate being charged at check-in is the same or less than the rate on the travel invoice. It is often a good idea to ask at check-in if a lower rate has become available since the original reservation was made.

8. A single room rate (plus tax) is the standard rate approved by the ADA. If a hotel rate is higher because of extra guest(s) in the room, the traveler is responsible for the rate difference.

9. Charges for personal items such as in-room movies are not reimbursable by the Association. Early check-out fees, if charged by the hotel, are not reimbursable unless prior approval is obtained as per instances of meetings ending early and savings occur from the early hotel departure.

10. If business travel is combined with personal travel, the traveler is responsible for the personal hotel nights.

11. Tips to hotel bell staff and housekeeping services will come out of the volunteer's daily per day stipend.

12. A hotel or motel folio (statement) is required for all overnight stays and must show a zero ($0) dollar balance. The hotel statement should be attached to the expense reimbursement form.

PER DAY STIPEND

Volunteer travelers will receive a per day stipend of $75 for every day of official ADA business plus one travel day for each business trip. (Note that "business" days will normally equate to "reimbursable hotel nights".) Any additional per day stipend for documented exceptions resulting from extraordinary circumstances will be reviewed on a case by case basis by the appropriate member of senior management and accounting management.

This rate is intended to defray the out-of-pocket expenses for meals, gratuities, and other incidental expenses. Documentation for volunteer traveler meals is not required as their $75 per day stipend covers such expenses. The per-day stipend is considered taxable income.

ON-SITE MEALS

Meals provided at the ADA location to facilitate and enable uninterrupted meetings are considered a business expense, not reportable as income to the recipient, and do not require submission of an expense reimbursement form.

GROUP DINNERS

At times, off-site group dinners may be arranged and paid for by the ADA and will require documentation of the names of attendees, date, description and total group dinner cost. Participants will reimburse the ADA for their calculated share of the group dinner (as well as a participating spouse/guest) via a reduction on their expense reimbursement form.

CHECKED BAGGAGE FEES

If traveling on ADA-funded business, the ADA will reimburse the fee charged to check a single piece of luggage. A receipt is required for charges of $25 and above. If traveling on ADA-funded business for five days or more, the ADA will reimburse the fee assessed for checking a second piece of baggage, if charged by the airline. A receipt is required for reimbursement for charges of $25 and above. These baggage fees will not be deducted from a volunteer's per day stipend. These fees cannot be charged to the ADA credit card that was used to purchase the traveler's airline ticket.

VALET AND LAUNDRY SERVICES

A minimum length of six nights is required for expense reimbursement. In such cases reasonable personal valet and laundry services will be reimbursed while a traveler is away from home on Association business. Any emergency situation outside this policy should be explained on the expense reimbursement form for consideration of reimbursement.

TELEPHONE EXPENSES

1. Business and personal phone call expenses for volunteer travelers will come out of their $75 daily per day stipend during ADA-funded business trips.

2. Internet access from hotel rooms can also be very expensive. The Association expects the traveler to exercise good business judgment in incurring such expenses.

3. The ADA will not reimburse for the purchase or installation of a cellular telephone or fax machine for volunteer travelers.

NON-REIMBURSABLE EXPENSES

Non-reimbursable expenses include, but are not limited to:

- Personal entertainment expenses such as in-room movies.
- Personal services such as barber, hairstylist, shoeshine, health club, and spa.
- Personal expenses for family, child, pet, home, and property care while traveling on ADA-funded business.
- Personal items including clothing, luggage, and reading materials.
- Lost items (extenuating circumstances must be approved by the Executive Director).
- Hotel room charges for on-line computer access for personal use.
- Airline club memberships, rental car memberships, etc.
- Airline-assessed upgrade fees for premium seating.
- Airline-assessed excess baggage fees.
- Annual personal credit card fees.
- Southwest Airlines' Early-Bird Check-In Fees
- Cost of gifts or souvenirs of a personal nature.
- Normal transportation (commuting) from home to work.

EXPENSE REPORTING

1. Expense reimbursement forms for volunteer travelers must be completed within 30 days of the completion of the trip. Forms submitted after 30 days will require senior management approval.

2. The ADA will not process payments for expenses that are submitted to ADA more than 60 days after the date they are incurred. This 60 day deadline is recognized by the IRS as a 'reasonable' period of time. While the determination of what constitutes a 'reasonable' period of time is governed by the facts and circumstances of the situation, the IRS provides that a 60 day safe harbor will ensure that the ADA always stays in compliance.

3. Expense reimbursement forms for international travel must be submitted in U.S. dollars whenever possible according to the guidelines above.

4. All expenses of $25 or more require an original receipt. Receipts for lesser amounts should also be provided if available. Required receipts include, but are not limited to, credit card or cash register receipts, airline tickets, baggage fees, hotel folio plus proof of payment (i.e., a $0 balance), car rental receipt plus proof of payment, gasoline, cab fares, and parking fees. Original receipts rather than copies or credit card statements are required. Receipts for a volunteer's $75 per day stipend are not required.

5. Volunteer traveler expense reimbursement forms must be sent to their meeting contact at the ADA with proper receipts within 30 days of travel. The meeting contact will review and the staff person with budget responsibility will approve and forward to Accounting for payment. Forms submitted after 30 days of completing trip or activity must be approved by Senior Management. The ADA will not process payments for expenses that are submitted to ADA more than 60 days after the date they are incurred.

6. Only original signatures will be accepted as valid authorization on the expense reimbursement form. Signature stamps and "delegated signers" are not acceptable.

7. If under exceptional circumstances, a volunteer is unable to furnish a receipt, an explanation should be attached to the expense reimbursement form. The Accounting Department will have the responsibility of deciding the adequacy of the documentation.

8. All properly approved and documented reimbursement requests should be submitted to Accounts Payable. Reimbursement will be made via direct deposit if so directed by the volunteer; otherwise a check will be issued.

9. Narrative explanations of activities, expenses, etc. are necessary to assist those reviewing and processing the expense reimbursement form to understand the nature of items that may not otherwise be readily apparent. If there is insufficient room on the form, please attach another sheet of paper.

Volunteer Travel and Expense Policy Last Update: September 16, 2012