ASM International®
Travel/Business
Expense Policy
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Travel Policy is monitored and enforced by the ASM Finance Department. Any exception to this policy requires prior written approval from the Office of the Executive Director.
Purpose

The purpose of the Travel/Business Expense Policy is to outline for ASM International and ASM Materials Education Foundation (hereinafter referred to as ASM International or ASM), a standardized reimbursement and travel process, to ensure ASM’s resources are being used effectively and economically.

Scope

This policy outlines the procedures, authority, and reimbursement for authorized travel expenses of ASM Staff Associates and others traveling on behalf of ASM.

All consultants, contract employees, other independent contractors, and volunteers whose expenses are reimbursed by ASM are required to comply with this policy and any codicils pertaining to their contracted service. All individuals traveling or incurring reimbursable expenses on behalf of ASM must acknowledge the receipt and understanding of this policy prior to any reimbursement submission by signing the Acknowledgement page or submitting electronically using this link https://app.keysurvey.com/f/41620953/14ec/.

The ASM staff associate retaining any such consultant, independent contractor, or volunteer shall provide him/her with this policy and obtain their acknowledgement.

Basic Policy

i. All reimbursable travel/business expense must be presented within 30 days (40 days for International Travel) of expense, with required documentation, by submitting an electronic expense report (Concur Expense) or the current version of ASM’s physical expense report. Failure to submit required documentation could result in rejection of the related expenses (see Expense Reimbursement Documentation).

ii. All Travelers must have travel pre-approved by their delegated Company manager, prior to any arrangements being finalized. Pre-Approval is an acknowledgement by the approving manager that travel is necessary to execute outlined responsibilities.

iii. All expenses on a reimbursement request must be associated to a business unit/department code. Non-Staff travelers should receive this information from the responsible staff member prior to travel, to avoid delays. Managers/Approvers are responsible for verifying the business unit/department code is present and accurate.

iv. Travelers are strongly encouraged to use ASM’s authorized travel agency to make all airline, rail, lodging and car rental/ground transportation arrangements, where applicable.

v. No one traveling on behalf of ASM shall seek reimbursement for goods or services provided free of charge, not personally paid for by the claimant, or which will be paid or reimbursed from another source.
**Ethics**

All travelers are expected to observe high standards of business and personal ethics in the conduct of their duties and responsibilities for ASM. Travelers must be responsible and professional. **Staff Associates** will face disciplinary actions up to and including termination (see Staff Handbook) and **Non-Employees** may face criminal charges, a deduction in outstanding compensation, and an immediate termination of their contract, if ASM finds that a traveler has engaged in the following:

- When expending funds while on company business, engages in conduct that is detrimental to the character of the company or may be injurious to its reputation, or
- Knowingly submits or approves an expense report with a fraudulent entry or receipt, or
- Knowingly violates any significant provision of this policy.

**Reimbursement**

Reimbursement requests can be submitted to ASM electronically through Concur Expense (preferred) or by submitting ASM’s current expense reimbursement form. Concur Expense is accessed through the travel site.

To be reimbursed for authorized Travel and/or Business expenses, the individual submitting the reimbursement request must provide all the required documentation (see Expense Reimbursement Documentation). If the required documentation and/or authorizations are not acquired prior to incurring expenses and requesting reimbursement, ASM has the right to deny or partially approve a reimbursement request (see Responsibility).

ASM will reimburse the expense of materials necessary for running a course, seminar, conference, or camp. Necessity and a list of materials must be approved by the delegated Company manager in advance of purchase.

To be reimbursed, acknowledgment of this policy must be on file.

**Authorization of Travel**

All travel arrangements that are not able to be made with ASM’s authorized travel agency must be pre-approved by the ASM delegated Company manager responsible for the business unit being charged. International travel must also be pre-approved by the Executive Director. Pre-approval can be obtained by receiving verbal or written acknowledgement before any travel arrangements are finalized.

Travel arrangements made through the travel agency will go through an automatic electronic approval process.

ASM Staff associates planning to attend a Show/Event will need their manager’s approval before any arrangements are finalized.
ASM Travelers

Below is a list and descriptions of the individuals that may or may not be considered an ASM Traveler. No matter the specific classification, all authorized travelers described in this document will be referenced to as “Traveler”.

**Staff Associate:** An employee of ASM International.

**ASM Volunteer:** An ASM volunteer can be a Board member, Student, Master Teacher, Committee Member, etc.

**Instructor:** A non-employee delivering a course, camp, or seminar.

**Education Student:** In no circumstances are registrants of a course, seminar, or conference considered an ASM traveler.

**Foundation Student:** A non-employee minor attending a Foundation camp.

**Vendors/Contractors:** A non-employee that works for a contracted vendor or ASM. Travel maximums should be stated in contracts for each individual vendor and all require prior approval of the delegated Company manager of that project. Vendors are required to turn in all supporting documentation (receipts) and stay within their contracted minimum to be reimbursed.

Reservations

Gant Travel Management is ASM’s chosen travel agency and the web portal is ASM’s preferred method of creating reservations. International travelers should call a Gant travel agent, in order to make travel arrangements.

Web address: [https://www.concursolutions.com/](https://www.concursolutions.com/)

Phone: (877)-924-0303

Those traveling on behalf of ASM need a username and password created, for the travel site. Staff associates should send requests for themselves and non-employee travelers that they are responsible for, to the ASM travel administrator. Requests are submitted, by emailing the Travel Administrator, the new travelers full name, email address, and manager responsible for approving their travel. Travel@asminternational.org

Air

Travelers should make airline and rail reservations as far in advance of travel as possible in order to obtain the lowest logical air/rail fare. Criteria for determining the lowest logical air/rail fare have been defined for the authorized travel agency by ASM International.

ASM’s policy is to make reservations a minimum of 12 days in advance for domestic travel and 14 days in advance for International travel. Delegated Company managers responsible for approving travel are accountable for ensuring that late bookings that result in purchase of higher cost tickets are supported by valid business reasons.
Carrier Selection
- Carrier selection based on frequent flyer programs is prohibited when it represents additional cost to ASM. The use of frequent flyer benefits (e.g. free checked luggage, free preferred seat assignment, etc.) is allowed if the result is more cost efficient.
- Employees may not use owned/leased aircraft, chartered private aircraft, or a customer’s corporate aircraft while traveling on ASM business unless it represents significant cost savings and is accompanied by written managerial approval.

Cancellations
- Whenever possible a ticket should be modified or cancelled using ASM’s travel site. If a ticket modification is deemed necessary for business reasons, ASM will reimburse related fees. Otherwise they are the responsibility of the traveler.
- **Refunds:** In instances of cancellation of tickets, it is the employee’s responsibility to ensure that the proper refund is received by the company.
- **Non-refundable:** If a non-refundable ticket must be cancelled, it can typically be used to fund a partial credit towards future trips of the same airline.
- **Cancelled Tickets:** If a traveler’s trip has been cancelled, the authorized travel agency should be contacted immediately for refund or re-issuance of the airline or rail ticket. Any cancelled non-refundable tickets must be used within 12 months of the original travel date to fund other travel expenses.
- All tickets that have been reimbursed by ASM are the property of ASM and can only be used for authorized ASM business travel.
- Whenever possible, airlines should provide hotel accommodations when a forced layover is required due to scheduling. If the airline will not absorb the hotel cost, ASM will reimburse it. Arrangements for lodging will be made through the authorized travel agency.

Class & Amenities
- **Preferred Seating/Priority Boarding**
  - Premium Economy upgrades are only allowed when Flight duration of all flights in a segment (excluding layovers) is greater than 180 minutes.
  - Business class when Flights are international and Flight duration of all flights in a segment (excluding layovers) is greater than 360 minutes.

In Flight services
- Wi-Fi (Max $20) and meals are the only reimbursable expenses during a flight.

Luggage
- To better manage cost, ASM travelers are encouraged to carry luggage into the aircraft cabin as often as possible, especially on one and two day trips.
- Reimbursement is allowed for one checked bag.
More than one piece of checked baggage for trips less than three business days is considered excessive. Overweight baggage is allowed if the overage is due to company equipment required for business.

**Priority Memberships**
- ASM has corporate memberships with select airlines that occasionally result in free airline upgrade vouchers or free tickets. These upgrades are passed on to employees whenever possible. Free tickets are used for employees and are redeemed when it is most cost effective.
- ASM travelers are allowed to use their personal priority club memberships while booking business travel, and solely owns the redeemable points earned on their account.

**Flight Insurance**
- Is non reimbursable.

**ASM Continuity of Management**
In no case will more than four Officers ride in the same aircraft. In determining which officers and other Company personnel may travel on the same aircraft, commercial, or private, consideration must be given to the continuity of management in the event of an accident.

a. In no case will the Executive Director and successor ride together in the same aircraft.

b. In no case will the Executive Director or successor ride on the same aircraft with more than one other officers.

**Lodging**
Travelers are encouraged to book all lodging, meeting and conference rooms for business travel through the authorized travel agency, choosing the lowest logical rate. The lowest logical rate has been defined by ASM’s authorized travel agency.

The lowest logical rate will be the least expensive or logical choice:
- One that allows for reasonable travel time to designated business functions
- One that meets travel needs through its service level

Travelers that are beyond a 30 mile radius of a course, event, or camp are allowed to make an approved reservation for lodging. All travelers that do not meet this requirement will need the reservation pre-approved by their delegated Company manager.

Whenever possible, breakfast will be included in the lowest logical rate and travelers should make use of this rather than dining in a restaurant.

**Exceptions**
- **Additional Days**: ASM travelers with exceptionally early or late flights may book an additional day if the approved hotel cannot adequately accommodate early check-in or late check-out.
- **Sponsor/Partner organized events:** If a sponsor organization for a conference, meeting or seminar reserves a discounted block of rooms at a designated hotel for event attendees, then the lodging reservation may be made through the event sponsor.
  - When rooms at the preferred hotels are not available on desired dates, rooms will be reserved by the authorized travel agency at other hotels with comparable rates.
  - When the traveler is aware of a lower logical rate, not presented on the authorized travel agency website.

**Priority Memberships**
- Travelers may use hotel guest awards accounts for ASM travel; however, membership fees associated with joining these programs are non-reimbursable.
- Travelers should inquire as to any additional discounts available.
- It is the responsibility of the traveler to notify the hotel if travel plans change in order to avoid no-show expenses as these will not be reimbursed by the Company.

**Trade Shows and Seminars**
- When ASM is the sponsor of an event or seminar, hotel accommodations must be made through ASM’s event department to stay at our contracted hotels. ASM event lodging is paid through a master bill and will not need an expense report.

**Amenities**
- **In-room entertainment** is not an authorized business expense and will not be reimbursed. If such charges are on the master bill for an ASM sponsored event, they will be charged back to the traveler.
- **Room service** may be used but will be reimbursed only up to the per diem amount associated with the travel area.
- **Phone Calls:** Many hotels levy a telephone surcharge every time you use your in-room phone, even if your call does not go through. ASM will not reimburse these fees.
- **Internet:** Fees for the use of a hotel’s internet connection will be reimbursed up to $20 a day if used for business purposes. ASM would prefer that you use free wireless access when available, or select a hotel of comparable price that provides free Internet access.
- **Minibar** charges are not an authorized business expense and will not be reimbursed.
- **Service Amenities** such as Ironing, Laundry, Shoe shining, Massages, Salon/Spa, etc., are not reimbursable.
- **Valet Parking** is an allowed expense when it is the only option available by the hotel. When other options are available the most cost effective option should be chosen.
Cancellations
- Travelers are accountable and responsible for cancelling hotel reservations in a timely manner.
- Any penalties incurred for not cancelling a hotel reservation on time are the responsibility of the traveler and are generally not reimbursable. When cancelling a hotel reservation, all travelers must obtain a cancellation number in order to avoid disputes.
- **Room credits** due to cancellation for rooms that have been reimbursed by ASM are the property of ASM and the authorized travel agent should be notified of the credit.

Tipping Guidelines
- House Keeping: $2-$5/night, not to exceed $35/week. Tips should not be given for days this service is not used.
- Shuttle/Valet Parking: $1-$2
- Bell Hop/Coatroom: $1
- Room Service/Wait Staff: 15-20%
- If gratuity is automatically included in the check total, due to a large party, any tip given above the charged amount will not be reimbursed.

**Do not over-tip, extravagant amounts will not be reimbursed.**

Ground Transportation
It is the responsibility of the traveler to evaluate and determine which mode of ground transportation is the most practical, economical and efficient.
- Parking and tolls are reimbursable and are to be reported as separate items under “Other Expenses” on the Expense Report.
- Non-Reimbursable: Car repairs, traffic tickets, parking tickets, insurance, washes, storage, casualty losses, or any other expense connected with operating the traveler’s own vehicle is not reimbursable.

TAXI/Shuttle Service
- When multiple employees are traveling to the same location, employees should make arrangements to take taxies or shuttles (to/from Airports, Hotels, Conference Centers etc...) together when possible, in order to minimize cost.
- Shuttles, airport buses or airport limos should be used whenever possible.

Renting vs. Personal Car
- When determining Renting vs. Personal car, the traveler is required to use the Mileage Calculator worksheet, to compare the cost associated with each option.

Car Rental
- Enterprise/National Car Rental is ASM’s preferred agency, traveler’s should choose the preferred agency if the rate is within $1-$3 of the lowest logical rental rate. ASM’s
account number will be provided at the time of reservation by ASM’s authorized travel agency.
- Staff Associates renting vehicles within the United States, its territories and possessions, Puerto Rico or Canada, decline all insurances offered by the rental agency. The company has a corporate policy that provides this insurance coverage for employees. In the event of an incident involving a rental vehicle, report the incident immediately to:
  
  Althans - Chubb Group  
  Policy number is; (07) 7323-10-12  
  Claims: Connie Bates @ 440-893-3126
- Non-Employees are covered by AMEX Assurance Company and should decline all damage or liability insurance offered by the rental agency. In case of an accident the traveler should contact the ASM Travel administrator.
- Vehicle Classes: ASM will reimburse for Economy-Standard size vehicles. If a larger vehicle is needed, the traveler will need to provide the business case, and get pre-approval from their delegated Company manager.
- One Way Rental: If a one way rental is required, the traveler must evaluate whether one of ASM’s preferred rental agencies or a different agency has the lowest logical rate based on mileage and/or drop fees.
- Events: In the case of large events (IMAT) where multiple cars are needed, employees attending should work with each other or the ASM Event organizer in order to set up a car pool schedule.
- ASM will only reimburse travelers for gasoline purchased for a rental.

Non-Reimbursable Add-Ons
- **ASM will not reimburse** travelers for additional fees above and beyond the negotiated vehicle rate, taxes, and airport surcharges. See below examples.
- **Navigational System:** ASM will not reimburse for the leasing of a navigational system.
- **Gasoline:** ASM will not reimburse the “fuel purchase option” fee Rental agencies charge, which would allow the traveler to return the vehicle with no fuel or less fuel then when vehicle was picked up.
- **Easy Passes/Electronic Toll Pass:** ASM will not reimburse the fee charged to rent this type of device from the rental agency, unless pre-approved by the delegated Company manager in charge of the traveler. If this fee is pre-approved, the traveler will need to provide an itemized list of toll expenses incurred by the device.
- **Personal Item/Property Insurance:** ASM will under no circumstances reimburse traveler for Personal Item/Property Insurance.
**Personal Automobile**

- Travelers who use their own cars for authorized Company business will be reimbursed for their automobile expense via the mileage rate approved by the Internal Revenue Service (pre-filled on ASM expense report) or the actual expense of purchasing gasoline.

- Travelers must carry “Personal Automobile Liability Insurance and Risk of Loss – Personal Automobiles” insurance on their personal vehicles. ASM does not provide any coverage for damage to or destruction of personal vehicles used in the performance of ASM business - even when the traveler is on travel status. The auto insurance deductible is the responsibility of the traveler. Claims for auto damage to personal vehicles should be submitted to the traveler’s personal auto insurance company. Travelers should contact their individual tax advisor to determine if any amount is deductible on their individual tax returns.

**Rail**

Rail travel may be used as an alternative to air travel, when it is more economical, taking safety and travel time into consideration. Economy (standard) class should be used for rail travel under 6 hours. Business or equivalent (club) class travel is permitted for rail travel exceeding 6 hours.

**Meals**

ASM travelers will be reimbursed for meal expenses based on the GSA Per Diem Chart for the City & State in which the expenses are incurred. This link can be used to determine the rate: [GSA Travel Resources](#).

- **Per Diems** shown in the GSA chart are not a daily total an Employee will be reimbursed. It is a guide that indicates how much an employee is expected to spend on a particular type of meal (i.e. breakfast, lunch, dinner) in a given city, state.

- Whenever breakfast is included as an amenity with the traveler’s lodging, Travelers should make use of this rather than dining in a restaurant.

- **Alcohol**: ASM will reimburse for alcohol consumed during a meal, however, the cost of the beverages and meal must be within the per diem amount.

- If travel is due to a government grant or contract, **alcohol** is not an allowable expense.

- Travelers traveling together should always pay for their own meals & drinks and claim them separately, based on the Per Diem Chart.

- **Entertainment**: Applies only if a non-employee is present. Expenses should be appropriately identified as entertainment expenses on the Expense Report and the name(s) of the customer(s) should be stated. The appropriate per diem rates would apply ONLY to the other meals that day.

- **Business Meetings**: Lunches with coworkers while not traveling must be business-related and approved by your supervisor to be reimbursable. The names of those in attendance should be stated on the corresponding expense report.
- **Event/Seminar:** When a traveler has attended an Event/Seminar that includes a meal(s), he/she cannot claim that meal expense on their expense report. For example, if you attended the ASM Awards Dinner, you can not include the cost of dinner or the corresponding per diem meal expense on your expense report for that day. (See meal chart.)

**Tipping Guidelines**
- Wait Staff/Bartenders: 15-20%.
  
  **Do not over-tip, extravagant amounts will not be reimbursed.**

**Spouse or Dependent Travel**

Company will not reimburse anyone traveling for ASM related business for expenses incurred on behalf of a spouse or dependent that travels with them while on a business trip, without prior approval from the Executive Director.

**Miscellaneous Expenses (what’s covered - what’s not)**

**Parking & Toll Roads**

Parking & toll roads are reimbursable to the traveler. Original receipts are mandatory.

Airport parking choices should be evaluated, in order to obtain the best price and most convenient situation. Whenever possible, travelers should consider setting up an account in their name with **“Airport Fast Park,”** which will provide a discount.

**Airport Fast Park Enrollment**

**Expenses that a traveler may incur while traveling or otherwise engaged in company business, which are not reimbursable are:**

1. Laundry on trips of five days or less.
2. Personal entertainment (i.e. in-room movies, games, music).
3. Trip, airline, or rental car insurance.
4. Cost of baby-sitting incurred while working or entertaining.
5. Kennel service for pets.
6. Barber or shoe shine.
7. Traffic violations or parking tickets.
8. Lost or stolen personal items (phones, chargers, wallets).
9. Additional charges for in-flight movies, food or beverages.
10. Any personal items (shaving cream, toothpaste, etc.)
11. Change date or cancel airline ticket charge. (only covered in cases of emergency and with prior approval from your delegated Company manager)

You must breakout or pro-rate any expenses that include both business (i.e. your expenses) and personal (i.e. your spouse’s or dependent’s) expenses. You will only be reimbursed for the business portion of those expenses.
Travel Advances

- The issuance of cash/travel advances is discouraged. However, there are occasions where advances are necessary. Each case will be handled on an individual basis.
- If an advance is needed, it must be requested on a “Cash Advance Request” form, with appropriate approvals, and forwarded to Accounts Payable at least one week prior to the date the advance is needed.
- If an ASM Staff Associate is traveling to a different country, they are encouraged to withdraw cash from an airport ATM and to use a credit card, in order to obtain the most favorable exchange rate. This should alleviate any exchange rate issues when submitting an expense report for reimbursement.
- When issued, advances must be deducted on the traveler’s next Expense Report.
- No advances may be made to Staff Associates who have not settled previous advances.
- Non-employee travelers are not eligible for a travel advance.

Expense Reimbursement Documentation

Regulations require ASM to have certain documentation on file and regulate what documents are considered valid. All documents are required no matter the method used to request reimbursement (Concur Expense or ASM’s current expense reimbursement form).

- Travelers will submit an approved Travel and Business Expense Report no later than thirty (30) working days (40 days for International Travel) of incurring the expenses.
- Company policy requires a receipt for all charges and whenever a reimbursement is physically submitted originals should be provided.
- Prepaid hotel room receipts must be printed from the website at the time of purchase. Hotels are not able to provide a copy.
- A detailed explanation for all travel/business expenses must be included on the expense report.
- Receipts must include the name of the vendor, location, date and dollar amount to be reimbursed.
- Receipts must be legible for all reimbursement requests. When scanning or taking a picture, the requestor must ensure the receipt details are legible/in focus. ASM will not reimburse amounts that can not be clearly matched to a submitted receipt.
- When a traveler pays for a group meal, all attendees must be legibly listed on the receipt, or in the provided fields on Concur Expense, in order to be reimbursed.
- In the event that a traveler cannot provide a receipt, and all efforts have been made to obtain one, travelers can submit the expense for reimbursement with a detailed description of the expense. Finance will determine reimbursement on a case by case basis. Non Employees will have the amount added to their 1099 as income.
- Foreign currency/traveler checks may be obtained in advance of the trip. Any costs incurred in exchanging currency are reimbursable.
- Credit card statements or records of charge slips accompanying the monthly billing statement are not acceptable in lieu of original receipts or scanned copies of receipts.
- Copies of invoices paid with a Personal credit card must be provided for any expense paid for by an individual on behalf of ASM. The reimbursement and invoice must include a written explanation as to why the invoice did not go through A/P.
- Company will not pay for personal vacation expenses.

Responsibility

- It is the staff associate’s responsibility to submit a profile request to the ASM travel administrator @ Travel@asminternational.org, to get personal profiles setup for themselves or for any non-employee travelers they are responsible for.
- It is the traveler’s responsibility to:
  - comply with this policy.
  - obtain approval from their delegated Company manager before any travel bookings are made and expenses incurred.
  - be a cost effective traveler.
  - represent ASM in a professional manner.
  - obtain and to comply with advice from authorized sources on security, passport, visa and health matters which apply in the countries to be visited. The authorized travel agency will supply all travelers with up to date information regarding security visas and other health matters.
  - check whether the country of destination or area within a country is classified as an area of unrest. The company’s business travel insurance policy generally does not cover trips to areas of unrest.
  - ensure that he/she receives any necessary inoculations, and if necessary, a course of anti-malarial drugs for their intended destination. All costs for inoculations will be reimbursed.
- ASM will not cover any late fees or interest fees charge to a traveler when the traveler is at fault.
- Company will not reimburse the cost of personal items that are stolen or damaged while a traveler is on company business (e.g. cell phone, personal computer, clothes, etc.).

Important Documents

Expense Reimbursement Form
GSA Meal Chart
Mileage worksheet
Cash Advance Request Form
**Acknowledge receipt and understanding of this policy to ASM by signing the below sheet or following this link [https://app.keysurvey.com/f/41620953/14ec].**

Acknowledgement

I ____________________________ (referred to as Traveler) acknowledge that I have read, understand and agree to adhere to ASM International’s Travel/Business Expense Policy and all its codicils. I understand that violation of this policy will result in disciplinary action as described in the Ethics section of this policy.

______________________________
ASM Traveler

______________________________
Printed Name

______________________________
Date