

GUIDELINES FOR REDUCTION OF TRAVEL COSTS

AIRFARE

1. The American Board of Pathology will reimburse for advance purchase coach class air fare paid by the test development and advisory committee members.
2. Book travel as far in advance as possible.
3. Ask travel agent to alert you to special promotional fares with instructions, where appropriate, to cancel original booking and take advantage of special fare.
4. Use only one airline, if at all possible, from departure point to destination.
5. Register as a frequent flyer.

RENTAL CARS

All rental car usage must be pre-approved by the Board to be considered for reimbursement.