

Visit Travel Tips

If your visit will require airfare, an overnight stay in a hotel, and/or long driving distance, it is important to talk with your ACA Standards Manager member PRIOR to making travel reservations.

Reimbursement

We appreciate your help to use ACA resources prudently.. While ACA does not compensate visitors for their time, we do reimburse volunteers for travel expenses, including mileage and meals. Please save your receipts, as they are required to be submitted with your reimbursement request. You may donate all or part of your reimbursement to ACA when you submit the reimbursement request.

Reimbursement requests are submitted online at ACAcamps.org/visitor-resources.

Driving and Rental Cars

Please consider carpooling with your co-visitor(s) when possible. For a visit with a long drive, it may be more economical to rent a car with unlimited mileage and be reimbursed for the cost of the rental and gas, rather than for mileage. ***Please consider this option if the anticipated round trip mileage is greater than 150 miles or if the cost of a rental car is less than anticipated mileage reimbursement.***

ACA has a negotiated discounted rate with Enterprise Rent-A-Car / National Car Rental. To get this discount, use these corporate account codes when you make your reservations:

- XZNCACA - for rentals where you **will not** purchase insurance coverages (if you are covered for rental cars under your personal auto insurance or your credit card contract, for example)
- XZWCACA - for rentals where you **will** purchase insurance coverages

If you are a Costco member, check rental car rates through CostcoTravel.com – their rentals often include a free additional driver, which is helpful if you are carpooling.

ACA reimburses mileage at the IRS rate of \$0.58 per mile for 2019.

Hotels and Overnight Accommodations

If you are offered accommodations at a camp the night before or after a visit, there is no conflict in using this option. If booking a hotel, be sure to take note of hotel refund and cancellation policies. Visit dates and circumstances can change quickly and we hope to avoid unnecessary fees when changes or cancellations are required. You will often receive more favorable cancellation terms if you book directly with the hotel, rather than through an aggregator discount hotel site. When possible, please utilize mid-range accommodations. Ultimately, we want you to choose overnight accommodations where you will feel safe and comfortable!

Air Travel

If your visit will require a flight, ACA reimburses for the cost of an economy ticket only. It is recommended that you book your flight directly through the airline, rather than through a third-party booking site – you will get better service if you experience delays/interruptions or need to cancel/rebook. Choosing an airline that does not charge for cancellations (like Southwest) is optimal as travel plans may require flexibility. It is generally reasonable to wait to book your tickets until you are confident the visit will happen, even if it costs a bit more, rather than risk high fees for rebooking or cancellation.