



*American Guild of*  
**ORGANISTS**

**National Headquarters and The American Organist Magazine**  
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## MEMORANDUM

TO: AGO Volunteer Leadership

FROM: James E. Thomashower, Executive Director

RE: Policies and procedures regarding reimbursement of expenses for travel, lodging, and meals

DATE: April 23, 2026

### Reimbursement Policies

The annual budgets for volunteer leadership (National Council, Council of Regional Ambassadors, and members of Committees) allow for the reimbursement of reasonable expenses for travel, lodging, meals and certain other incidentals incurred by volunteers while on Guild business away from home. Always request reimbursements using the forms provided by AGO Headquarters, and please include all receipts for expenses over \$10. Reimbursement payments will be issued within 30 days. You may request reimbursement in advance of travel if you have paid the expense or charged it to a credit card.

If you prefer to donate your expenses to the Guild, your gift is tax deductible as an out-of-pocket expense for volunteer activities for a charitable organization. Simply submit a reimbursement request and accept reimbursement, and then return all or part of the amount to the Annual Fund or the Endowment Fund by personal check or credit card charge.

1. Air Travel: Airline travel will be reimbursed only for economy rate fares. Travel arrangements are made by each individual. By unanimous vote of AGO National Council, the following policies apply to travel expense reimbursements as they relate to air travel:
  - The AGO shall not reimburse members or staff for their purchase of seat or class upgrades in connection with AGO business travel.
  - The AGO shall not reimburse members or staff for their purchase of insurance in connection with AGO business travel except in cases of intercontinental travel.
2. Auto Travel: Use of your car will be reimbursed at the standard federal government rate (currently 14 cents per mile) plus tolls and parking.

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3. Other Travel: The actual expenses of getting to and from airports by car, bus, shuttle, van, taxi, carshare services, or mass transit will be reimbursed, as will the cost of parking at an airport while you are away.
4. Lodging: In most cases, the Guild will cover lodging expenses to attend a meeting consistent with a practical travel itinerary. Committee directors will generally schedule meetings so that as many members as possible may return home on the same day as the meeting.

AGO staff member Valerie Franzen, our Director of Conventions and Event Services, e-mail: [vfranzen@agohq.org](mailto:vfranzen@agohq.org); phone: 212-870-2311, ext. 4318 to assist with your hotel reservations. Please make her your first point of contact. In some facilities, room charges are billed directly to the Guild, but individuals are always responsible for incidentals upon check-out.

5. Meals: Reimbursement will be provided for meals you purchase between your departure for and return from an AGO meeting. Extravagant requests will be questioned.
6. Substitute Organists: Reimbursement for substitute organists will only be made for documented out-of-pocket payments to substitutes required by your attendance at official AGO meetings.

The better you control your personal expenses, the more funds your board or committee will have for its programs. Please be thrifty!